

RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani, Kolkata- 700017



*Criterion Name: Curricular Aspect (DVV
QUERIES)*

Index No: 1.4.1

Subtitle: Relevant document provided for the claim.



PHONE : 2287-5509 / 2283-5797

RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani
Kolkata - 700 017

GOVT. AIDED NAAC ACCREDITED

CRITERION I : CURRICULAR ASPECTS

This is to certify that all the supporting documents related to **Feedback system** are authentic.

1. Feedback analysis report submitted to appropriate bodies.
2. At least 4 filled-in feedback form from different stake holders like students, teachers, employers, alumni etc.
3. Action taken report on the feedback analysis
4. **Provided links for any other relevant document to support the claim.**
5. Link of institution's website where comprehensive feedback, analysis and action taken report are hosted.

(Dr. Srabanti Bhattacharya)

PRINCIPAL
RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI
KOLKATA - 700017

Feedback Analysis

- 1. Students, Alumni (Session 2019-2020)**
- 2. Students (Session 2020-2021)**
- 3. Students (Session 2021-2022)**
- 4. Students, Alumni (Session 2022-2023)**
- 5. Teachers**
- 6. Employers**

Rani Birla Girls' College
38, Shakespeare Sarani, Kolkata 700017

Session 2019-2020

**Institution obtains feedback on the syllabus
and its transaction from the following
stakeholder:**

- 1. Students**
- 2. Alumni**

Feedback Analysis and Action Taken Report

Rani Birla Girls' College
38, Shakespeare Sarani, Kolkata 700017

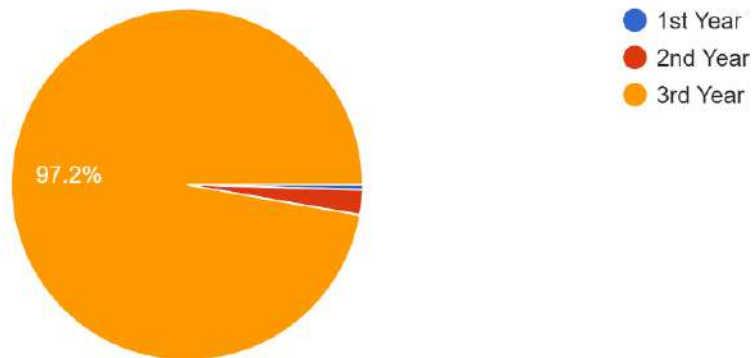
Students Feedback Analysis

218 responses were collected from the college students.

Students from 1st year, 2nd year, 3rd year participated in this feedback process.

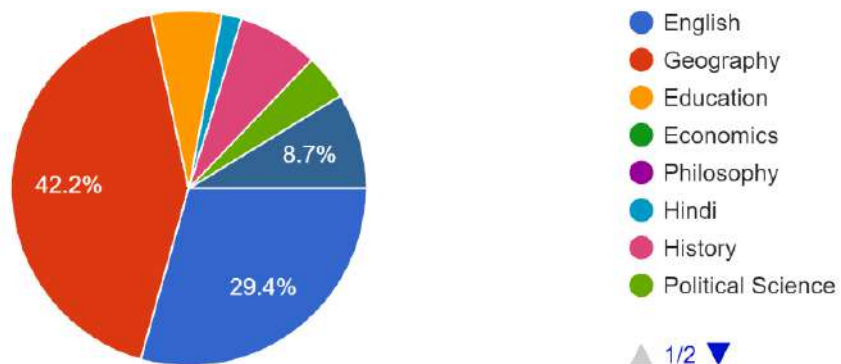
Class

218 responses



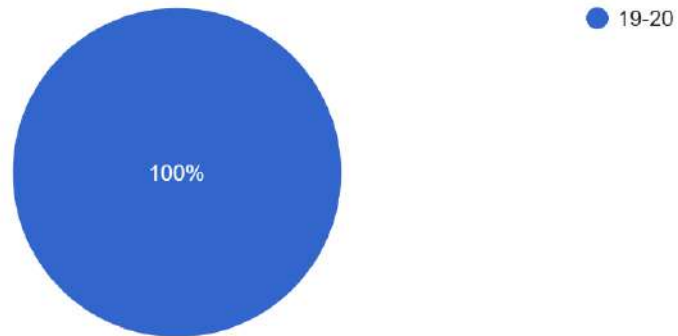
Department

218 responses



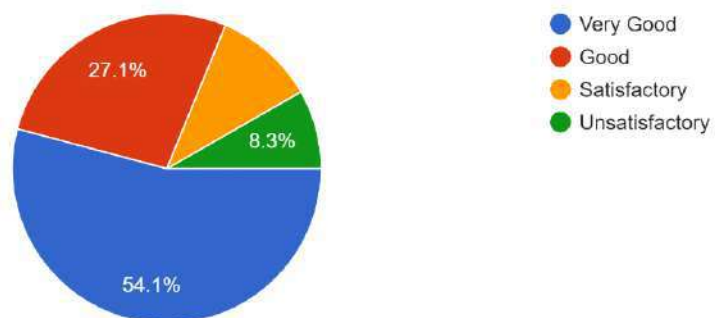
Session

218 responses



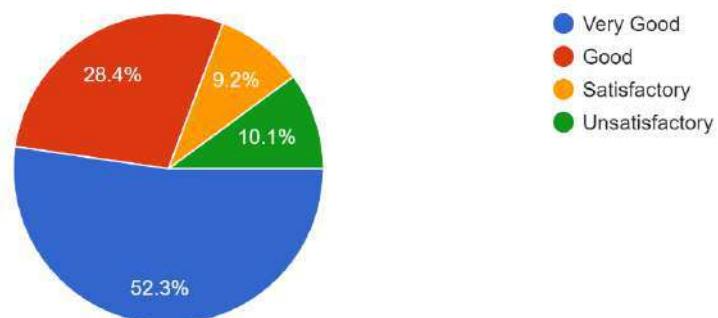
1. Punctuality in taking classes

218 responses



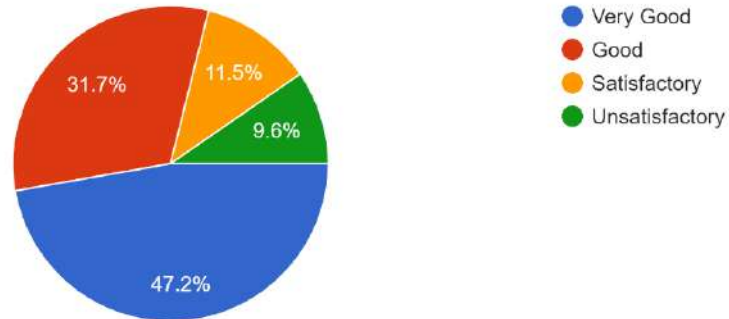
2. Regularity in taking classes

218 responses



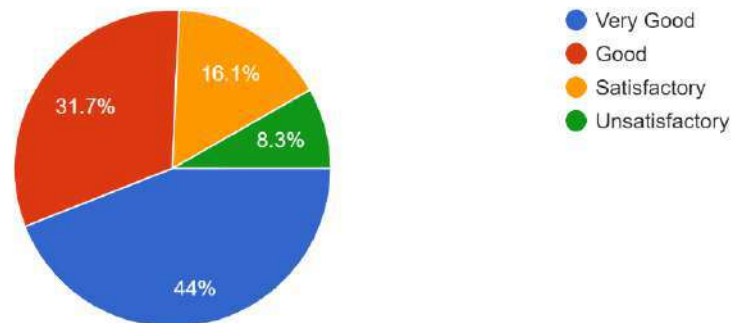
3. Completes syllabus of the course in time

218 responses



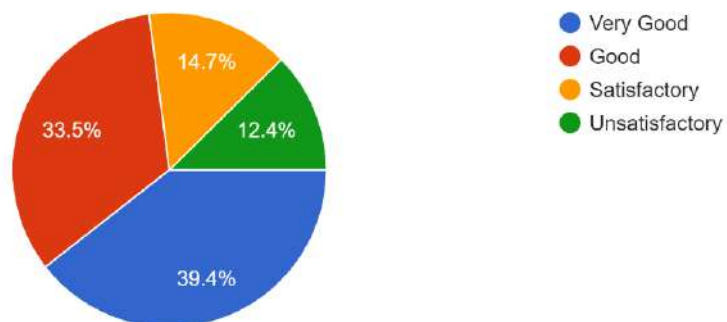
4. Provides relevant reference material

218 responses



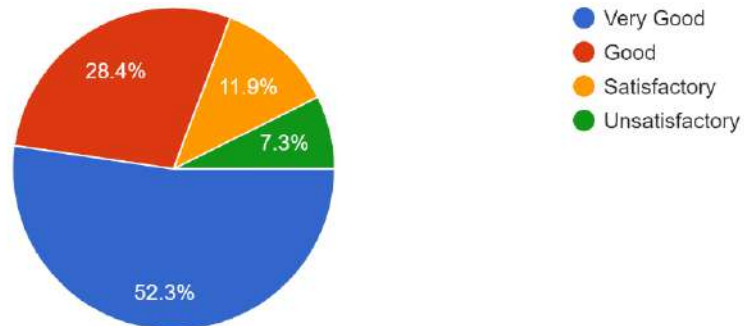
5. Makes alternative arrangement of class in his/ her absence

218 responses



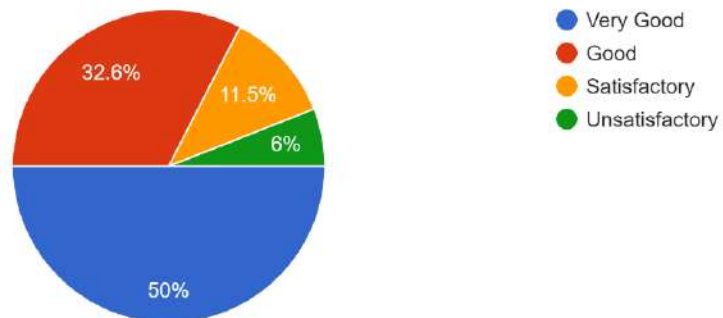
6. Relevance of teaching to topic/text

218 responses



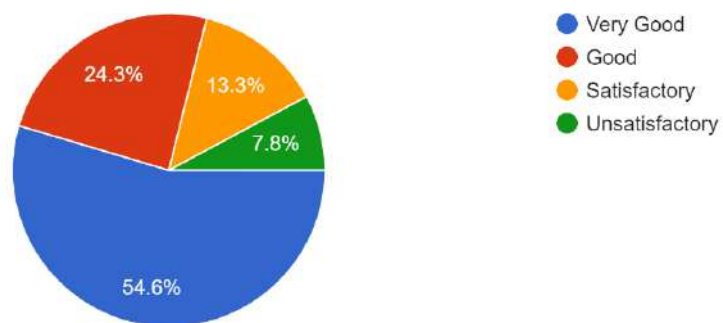
7. Focus on syllabi

218 responses



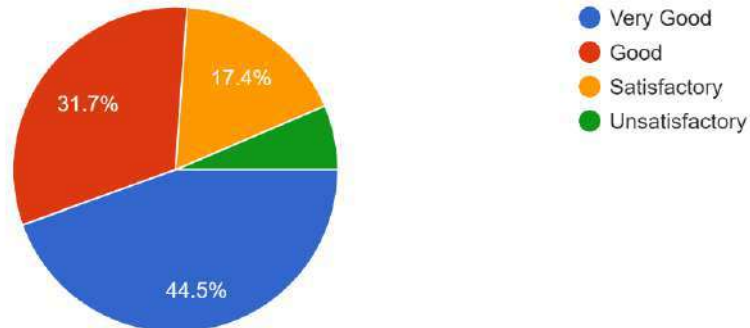
8. Communication skills

218 responses



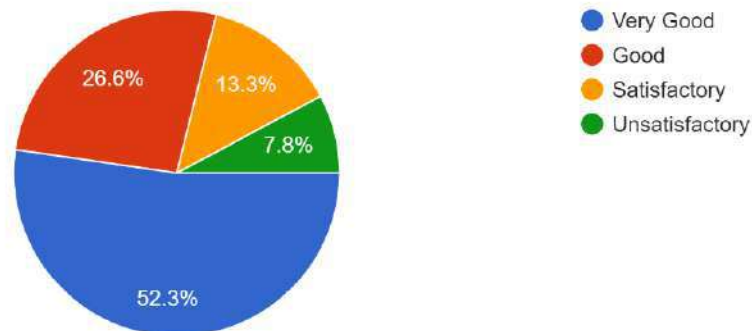
9. Conducting classroom discussions

218 responses



10. Delivery of structured lecture

218 responses



General Comments

- ✓ Satisfied
- ✓ Nice teacher
- ✓ Thank you
- ✓ Ma'am teaches us in a way that convey us the real meaning of literature
- ✓ Very punctual teacher always there to help us when ever we need her help .very help ful
- ✓ Good lecturer
- ✓ Good
- ✓ Ma'am is very helpful with the students.
- ✓ Very nice teacher
- ✓ Till now, she is the best guide or teacher I know.

- ✓ Thank you
- ✓ An excellent professor will definitely miss ma'am after graduating.
- ✓ Good professor .
- ✓ We as students love to attend her classes. ma'am's lectures are very helpful for us and are interesting
- ✓ Ma'am's lecture and notes are very helpful during the Calcutta university exams
- ✓ The best.
- ✓ Her lectures are really substantial and enlightening. She makes each topic interesting by providing us an in-depth study and all the possible interpretations.
- ✓ Ma'am teaching style is great
- ✓ Ma'am profound depth knowledge of literature make the subject more interesting
- ✓ Ma'am study materials provide guidance for exam
- ✓ Very good teacher, good in giving lectures, provide us goods notes, regulr of taking clsses.....
- ✓ There are irregularity issues which was troublesome for the students.
- ✓ Not capable of teaching a college student.she didn't have teaching skills.she is good at carrying register only.
- ✓ Good
- ✓ She is a very good teacher, and has a good content for her lectures and her explanations are very clear.
- ✓ She is very good at teaching and explaining
- ✓ More of a helper than a teacher
- ✓ True teacher ! True leader
- ✓ Her notes works wonders
- ✓ Nice teacher for explanation of topics
- ✓ I guess for final sheets giving so much redo(s) is just too much. Nevertheless as a very good teacher you are nice.
- ✓ You are such a humble person. Thanks for making our lives a little easier ma'am. Thank you for always being so sweet. A wonderful person indeed! Regards.
- ✓ As a teacher you are awesome. Thank you for providing such great theory notes previously. Also one more thing the world of geotectonics is incomplete without you. I liked you in first year but then gradually you started Changing (according to me). In second year you were so rude to us , shouting at us miserably every morning it hurts after all we are students not slaves. There is nothing much to pressurize so much for four marks I.e, final sheets. Moreover cu never gives full marks for the files then what's the use? Are we that bad that you are rude to us most of the time? It's not that I hate you. Please don't get me wrong. Thank you so much for your career choosing advise.
- ✓ You are the best ma'am. Through out these three years you have always been cooperative and kind with each one of us in class. That little time spent with you on the balcony in Chhattisgarh will always be missed. Thank you so much Ma'am for being the best and giving us the best.
- ✓ Honestly you are very very strict. You never give the students a chance to explain themselves while scolding.
- ✓ Ma'am please stop being partial to the students, everyone is trying their best. And you don't know how to deal with adult students, the things you say it demotivates us and we

get mentally disturbed. This is the reason we don't like you. There is a request to stop doing partiality. Thank you

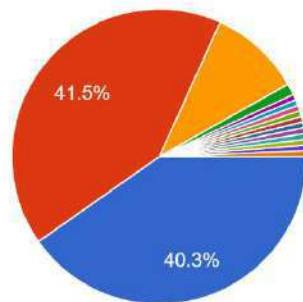
- ✓ He is one of the best teachers I have ever met and I think every department needs a teacher and guide like him.
- ✓ He's one of the best professors I've come across throughout these years. His way of interacting with students is commendable. He takes his classes seriously and finishes off his syllabus on time. He takes extra classes when we need to understand certain topics. He also has provided us with remedial classes for our betterment. Overall he gives us the time we need to understand his part of the syllabus, the materials and extra notes we may need.
- ✓ He is very serious when it comes to his portion of the syllabus and takes his classes on a regular basis.
- ✓ Thank you mam for all the things that you have taught us
- ✓ Very polite in nature and friendly with students.
- ✓ Communication with students is satisfactory but teaching technique is good.
- ✓ Teaching technique is very good but communication with student is good .
- ✓ Provides study material for help . sometime friendly with student and sometime not so friendly. We are lucky to have you as our teacher for three year graduation course.
- ✓ Very friendly with students and communication skill is also very good .Helps student with different study material . Teaching technique is good .Thank you for teaching us and helping us .
- ✓ She is my ideal
- ✓ Good and polite behaviour
- ✓ Good and polite behavior
- ✓ Not bad
- ✓ She is very careful about us...
- ✓ She is very very very good person
- ✓ She is very careful about our study and she teach us like children.....Thank you mam
- ✓ Thank you so much ma'am for treating us in this waynot only study you taught us many things else ...stay always blessed ma'am...
- ✓ You are my favorite teacher ... Your way of teaching is just awesomeyou are an ideal teacher to me....though u shouted at me for several times due to my irregularity in presence and submitting final sheets, but you are an mind blowing teacher to me....you are my inspiration ma'am..I always want to be like you.. thank you so much ma'am for treating us in this way...
- ✓ Very helpfull teaches
- ✓ Very helpfull teacher
- ✓ Very helpfull
- ✓ She is a good teacher
- ✓ She is very good polite and energetic teacher.
- ✓ She is very good polite and cooperative teacher. Her way of teaching is outstanding .
- ✓ Maam you are very kind hearted. You have always helped us and encouraged us.. Thank You
- ✓ Maam you are a very experienced and good teacher. I respect you. Students always seek help and encouragement from their teachers.. please try to encourage them..Try to

understand the emotional stress of the students and help them to move forward. Thank you

- ✓ Thank u mam for making us learn so many things. I m so grateful to u for everything....You are a student friendly teacher unlike others....there are very few persons nowadays who are so down to earth...u hv made me learn to stick to my roots howevr old and big i grow....u r a good person from heart..but i wd request u to take ur stand on all matters and a liitle improvement while delivering tthe lecture...last but not the least thank u for accepting all our tantrums and loving us like ur own....
- ✓ We are always taught to accept the good things and discard the wrong things of a person in our life.... so i accept ur skill to b proffessional and discard ur not so tolerable tantrums....U have been a good mentor from day one and we have also learnt many skills of commanding our life from you...but being in a designated position i think u can utilize urself much wisely...and can handle a situation much more gracefully than the way u do actually.. Mentors are in much higher position than showing unnecessary attitude.... Thank u that u hv tolerated us for the last 3 years and tried to accept us the way we are and tried to improve us for the person we will be....I am really honoured...Thank you...
- ✓ Ma'am is very friendly with the students, understand them very well & helps in all ways.
- ✓ She is a very good teacher. She always takes her classes on time and makes the easiest possible way to make us understand the topics. Thank you
- ✓ She always the takes the classes on time she is very punctual. And makes us understand in a very simple language which we are comfortable with
- ✓ Mam gives us all the materials related to her topics and completes the syllabus on time. In general mam is very good and punctual. And we understand to our best by attending her classes. Thank you.
- ✓ good teacher
- ✓ good teacher
- ✓ She is a good teacher .she is always ready to help us and also motivate us for learning.
- ✓ She is a good and helpful teacher..
- ✓ nice teacher
- ✓ She is a very good teacher ,and hleps us a lot throughout our graduation course .
- ✓ She is a good and helpful teacher
- ✓ She is nice and very helpful
- ✓ nice teacher
- ✓ She is very helpfull teacher .
- ✓ Good teacher

HIGHEST QUALIFICATION

159 responses

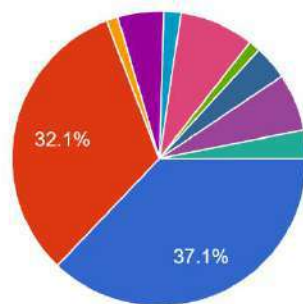


- GRADUATE
- POST-GRADUATE
- PROFESSIONAL DEGREE/DIPLOMA...
- Pursuing PhD
- M. Phil
- MA
- B.ed (pursuing)
- M-tech

▲ 1/2 ▼

COURSE OF STUDY AT RBGC

159 responses

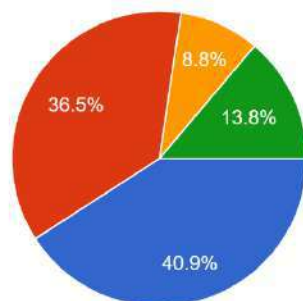


- ENGLISH HONOURS
- GEOGRAPHY HONOURS
- HISTORY HONOURS
- HINDI HONOURS
- EDUCATION HONOURS
- POLITICAL SCIENCE HONOURS
- SOCIOLOGY HONOURS
- JOURNALISM AND MASS COMMUN...

▲ 1/2 ▼

CURRENT STATUS

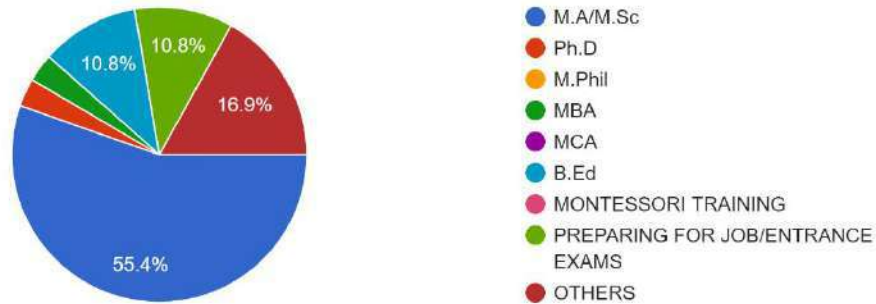
159 responses



- STUDENT
- EMPLOYED (SERVICE)
- SELF EMPLOYED/BUSINESS
- NOT WORKING

NAME OF THE COURSE YOU ARE CURRENTLY PURSUING

65 responses



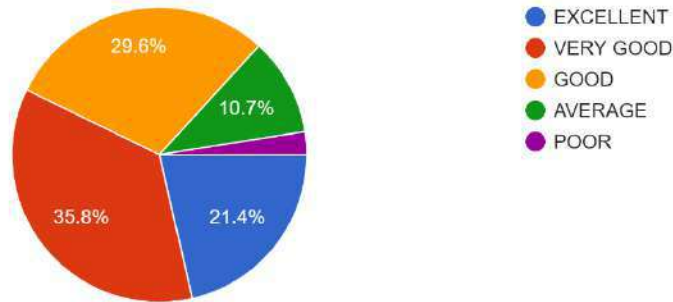
NAME OF THE INSTITUTION/EXAM CURRENTLY REGISTERED AT

- University of Calcutta
- University of Calcutta
- Jadavpur University
- Calcutta University
- SSC CGL
- Basanti Devi College
- St. Xavier's University
- Jadavpur University
- SXU, Kolkata
- RABINDRA BHARTI UNIVERSITY
- Desbondhu Girl's College
- Sister Nivedita University
- St. Xavier's University, Kolkata.
- Bhawanipur Education Society College
- Calcutta University
- Bagbazar Women's College, Calcutta.
- IISWBM
- Bhawanipore education society college
- THE BHAWANIPUR EDUCATION SOCIETY COLLEGE
- Deshbandhu College For Girls
- UGC JRF
- At Xavier's University, Kolkata
- Maulana Azad college
- St. Xavier's University Kolkata
- Amity University
- Deshbandhu College for girls'
- West Bengal State University
- Rani Birla Girl's College

- Jyotirmoy school of education
- Symbiosis Institute of Geoinformatics
- Rice
- University of kalyani
- Didn't take admission anywhere
- Women's College, University of Calcutta
- Vivekananda College
- Apti Plus
- Cad center ,jadavpur university
- Loreto College, Kolkata
- <https://www.shiksha.com> › college Web results Eastern Institute for Integrated Learning in Management - EIILM
- Not yet admission done
- Loreto college
- Jadabpur University
- Hope Institute of Bengal
- Shri shikahayatan college
- WBUTTEPA
- Shrishikshayatan college
- Shri Shikshayatan
- Shri Shikshayatan College
- Bhairab Ganguly college
- Career Launcher
- Shri Shikshayatan college, M.A. 4th semester
- Deshbandhu girl's college
- St. Xaviers University, Kolkata
- TERI
- Rau's IAS Study Circle, Delhi for Upsc CSE 2021
- Bath Spa University
- Waiting to be admitted to B.ed course
- The Graduate Institute, Geneva

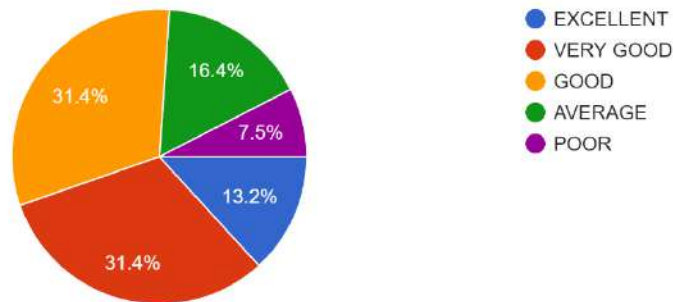
OVERALL AMBIANCE/ATMOSPHERE OF RBGC

159 responses



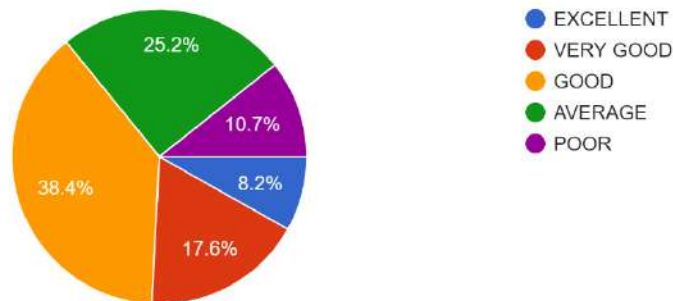
ADMINISTRATIVE OFFICE SUPPORT AND RESPONSE AT RBGC

159 responses



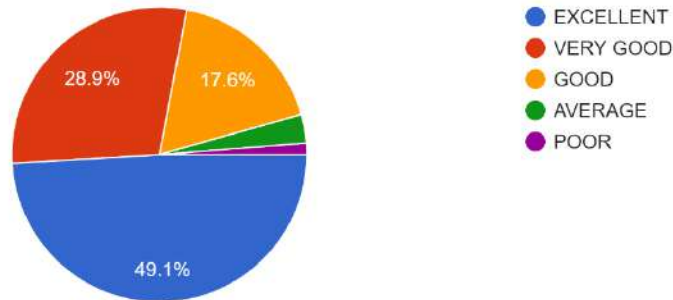
QUALITY OF COLLEGE INFRASTRUCTURE

159 responses



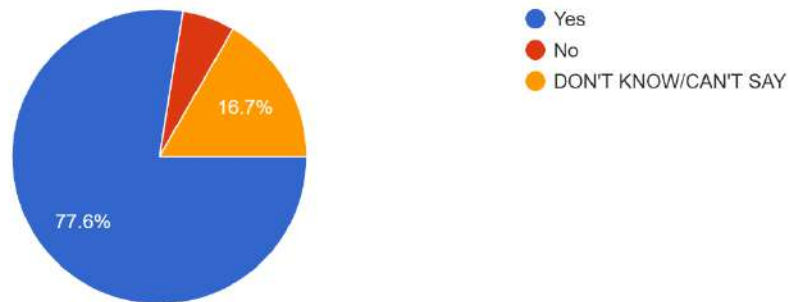
QUALITY OF TEACHING-LEARNING AT RBGC

159 responses



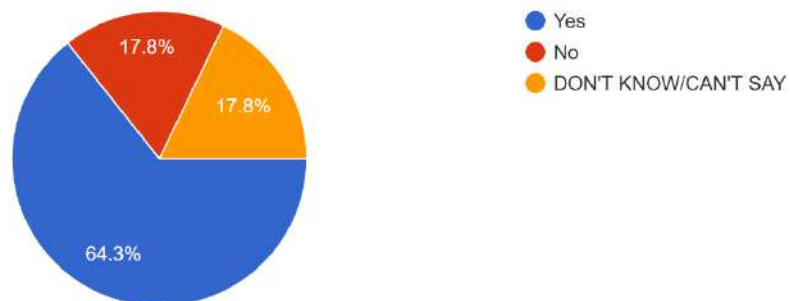
DID RBGC INSTILL CORE HUMAN VALUES IN YOU?

156 responses



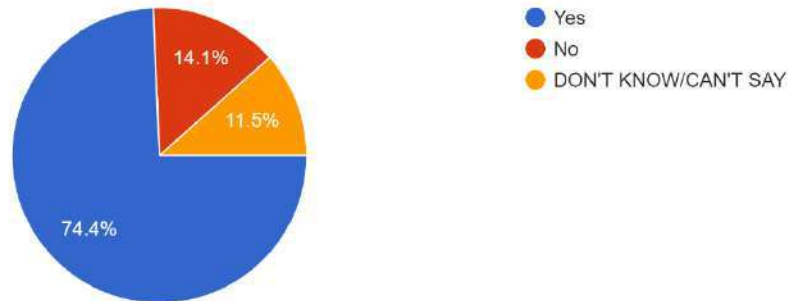
DOES THE COLLEGE PREPARE STUDENTS FOR THE FUTURE (PROFESSIONALLY)

157 responses



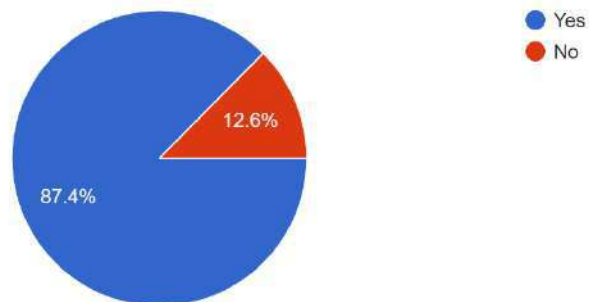
DOES THE COLLEGE PREPARE STUDENTS FOR THE FUTURE (SOCIAL SKILLS AND PERSONAL WELL BEING)

156 responses



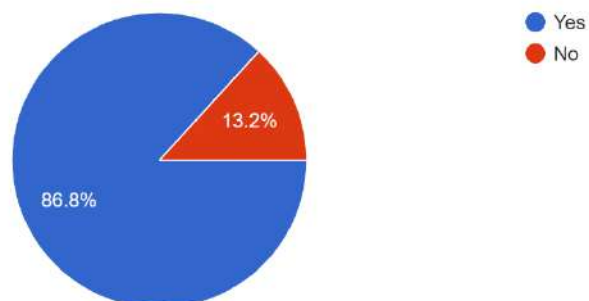
WOULD YOU LIKE TO JOIN FUTURE COLLEGE ACTIVITIES

159 responses



WOULD YOU LIKE TO GET UPDATES ABOUT COLLEGE ACTIVITIES

159 responses



SUGGESTIONS/COMMENTS

- ✓ Rani Birla Girls' College has shaped my life and provided support to me at a time i was losing belief in myself and my life. It would not be an exaggeration to say that my teachers in the History Department and the Political science and Education department were instrumental in bringing about a positivity in my perspective as a whole. I would like to thank Sunetra ma'am and J.G.W Walia ma'am, they have always been a beacon for distressed students like myself and many others. The non teaching staff has always been of immense help to us students, they are prompt in their response.
- ✓ One of the best college with excellent faculties.
- ✓ Books n degrees makes you topper , Talent n skills makes you achiever
- ✓ Improve Infrastructure
- ✓ It will be better to arrange programme for Aluminis where we can meet our Professors and friends
- ✓ Rbgc needs to modify the traditional learning system with some modern techniques of learning.
- ✓ The infrastructure should be seen in a proper manner and the canteen should be Handel in a hygenic manner
- ✓ A little more maintenance of the buildings.....they are old and need repairs.
- ✓ RBGC GROOMED ME TO BE WHAT I AM TODAY. BY STUDYING IN THIS COLLEGE I AM ACADEMICALLY ENRICHED AS WELL AS MORALLY. THE DAYS SPENT HERE WITH MY TEACHERS, FRIENDS AND FELLOW STUDENTS HAVE BEEN THE BEST IN MY LIFE. I MISS MY COLLEGE, IT'S AMBIENCE AND MY TEACHERS.
- ✓ Its is an excellent college. Professors are very helpful and cooperative. It has a homely atmosphere.
- ✓ I am very pleased and happy to be a part of this institution
- ✓ Improvement of the infrastructure
- ✓ Proper Washrooms and Common Rooms are required. Classrooms need more fans.
- ✓ Office staff needs to be more responsible and responsive.
- ✓ RBGC has given me fond memories and made me the person I am today.
- ✓ Please make the canteen and TV (recreation) room bigger.
- ✓ Cant describe the things I got from RBGC or precisely from my English department of RBGC .. Probably the best department with best faculties . I really wish to go back to RBGC . Calm nd quiet atmosphere, overall the college is a best choice for all the freshers
- ✓ The students need good advice and counseling from the professors...
- ✓ It has been a lovely experience studying in RBGC. Will always remember those amazing three years.
- ✓ It is a well disciplined college.
- ✓ The management, teaching faculty, administrative dept. everything needs to be amended for the betterment of college. The college is lagging behind. It needs to pace up with the other renowned colleges. Thank you!
- ✓ Activities, conducted in college, should be creative and practical, connected to life and future career of the students, (1 class of an hour comprising of both theory and practical,

may be weekly or monthly) helping the students to move ahead with optimism, interest, content, irrespective of success and failure, including moral values. Combination of academics and adventure/sports would increase the spirits of the students.

- ✓ This would be helpful in learning and maintaining the same in the long run giving them happiness, satisfaction, strength, esp. mental, to face challenges, to move ahead and keep going, helping one's self and then the others.
- ✓ Website of college should be updated regularly
- ✓ Internship Programmes for students should be started. Moreover, our college should be engrossed in projects such as working in an NGO. Allow the students to work there so that they get a certificate and also get an opportunity to serve the society. Faculty has always been good. Also keep counseling services.
- ✓ This college played a very important role in my overall development and prepared me for the multiple challenges in life. The teachers were very helpful and supportive, still are.
- ✓ More subjects need to be included in the course of study. Office staffs can choose to be more polite. Improvisation needs to be done on the choosing of faculty members.
- ✓ Everything was really good about my department. The infrastructure can improve and some activities for the former students would be nice.
- ✓ It's a great college with excellent faculty.
- ✓ No comments
- ✓ College infrastructure needs to be updated, especially the canteen and washrooms. And more social activities like intra-college fests (dance, drama, recitation, poster painting, nail art, fashion shows and creative writing) should be organised. The college should be a place for more than academic education.
- ✓ My best experience was my college life....made me confident of who I am today... would definitely like to be a part of activities taking place in college
- ✓ Counselling should be done
- ✓ All good
- ✓ It can really work on activities in some big scale
- ✓ I received great guidance from my teachers which helped me to take most important decisions in my professional life. I have learnt a lot from my college
- ✓ The only memories of college life I have are my two best friends I got there, other than that, it didn't do anything for me.
- ✓ I feel grateful to be the part of RBGC which gave lifetime lessons from our faculties to be hard working, discipline and punctuality not only for our subjects but for future also.
- ✓ Teachers are very good and helpful.
- ✓ The education and skill we received from Geography department is worth appreciation giving special mention to SB and SH Ma'am.
- ✓ College was a nice experience.
- ✓ Wish college become more versatile and upgrade it's standard level
- ✓ Overall it was good 😊
- ✓ RBGC helped me to become a better person .
- ✓ Very good college
- ✓ Based on observation in the years 2010-2012, the faculty (across disciplines) have been very reliable and affable. However, the infrastructure required updating.
- ✓ Too good educational system.... The way they prepare students for future is excellent

- ✓ College canteen should be more clean and library needs to be more spacious
- ✓ The best team of teachers!
- ✓ Need to have no restrictions on timings for getting out from the college like other colleges PLEASE
- ✓ Nothing...RBGC is the best.
- ✓ It is a good college and the teachers are really kind and helpful there.
- ✓ I had a good experience during my higher secondary...good faculty...well disciplined
- ✓ -Inter-college activities should be held.
- ✓ -Library should be upgraded.
- ✓ -Infrastructure needs to be upgraded.
- ✓ -Annual College events should happen.
- ✓ -Canteen needs to serve much more healthier food.
- ✓ RBGC is a good college but it's lack of creativity in all fields like i.e sports, events , etc
- ✓ Best college
- ✓ Can improve
- ✓ Proud to be a part of this reputed college under CU and to get knowledge from the best professors...
- ✓ My college life was most peaceful.The teachers were too supportive.Their teaching methods were so useful.Also the the overall environment of the college was very healthy,secure, interesting and peaceful.
- ✓ Uplift the mandatory rule for students to leave college only after 2:30.p.m
- ✓ None that i can say!
- ✓ College need better infrastructure.and more space for classroom.
- ✓ College website should be mobile friendly. Regularly update the site about new activities etc. In addition of classes little bit stress on the sports is needed so that students are physically and mentally fit. That way they will give their 100 percent for studies.
- ✓ A good faculty attracts students, but a proper infrastructure is essential to compete with colleges.
- ✓ Overall good experience with my college
- ✓ The college has best teaching staff which you can admire.

Rani Birla Girls' College
38, Shakespeare Sarani, Kolkata 700017

Session 2020-2021

Institution obtains feedback on the syllabus and its transaction from the following stakeholder:

1. Students

Feedback Analysis and Action Taken Report

Rani Birla Girls' College

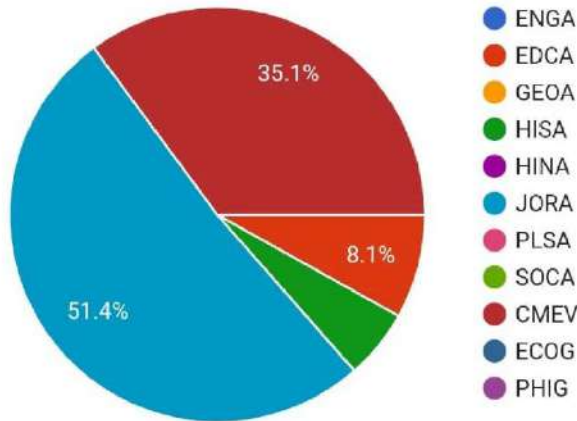
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Students Feedback Analysis

37 responses were collected from the college students.

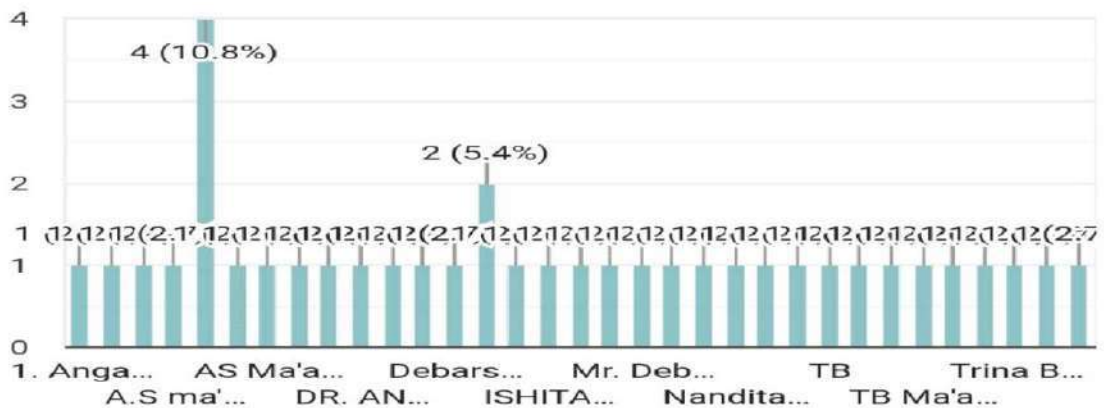
CHOOSE YOUR DEPARTMENT

37 responses



NAME OR INITIAL OF THE TEACHER

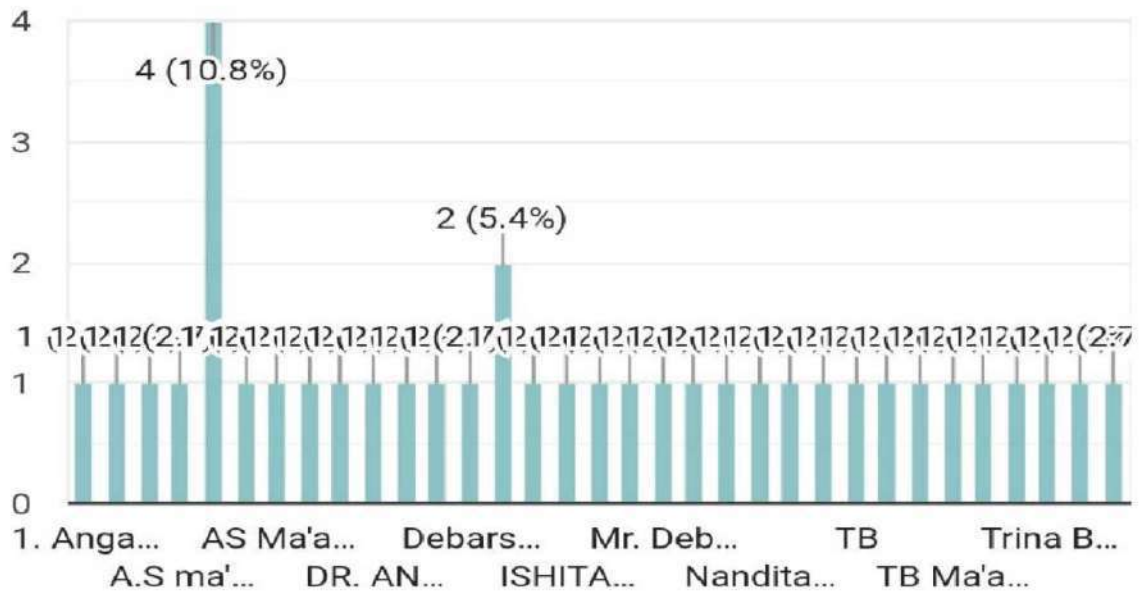
37 responses



NAME OR INITIAL OF THE TEACHER



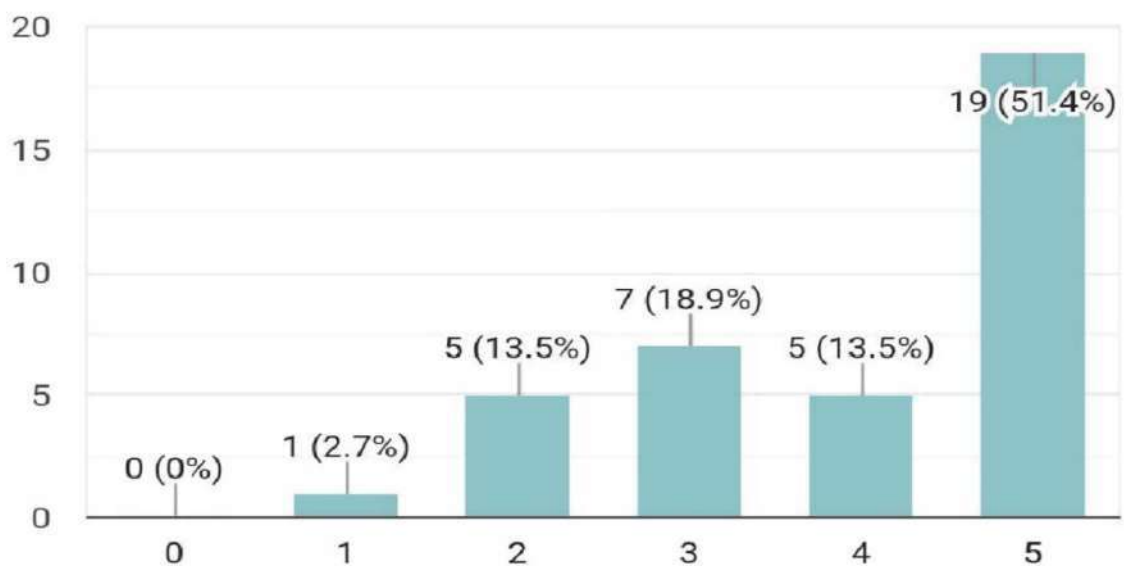
37 responses



Please rank the overall teaching of the teacher

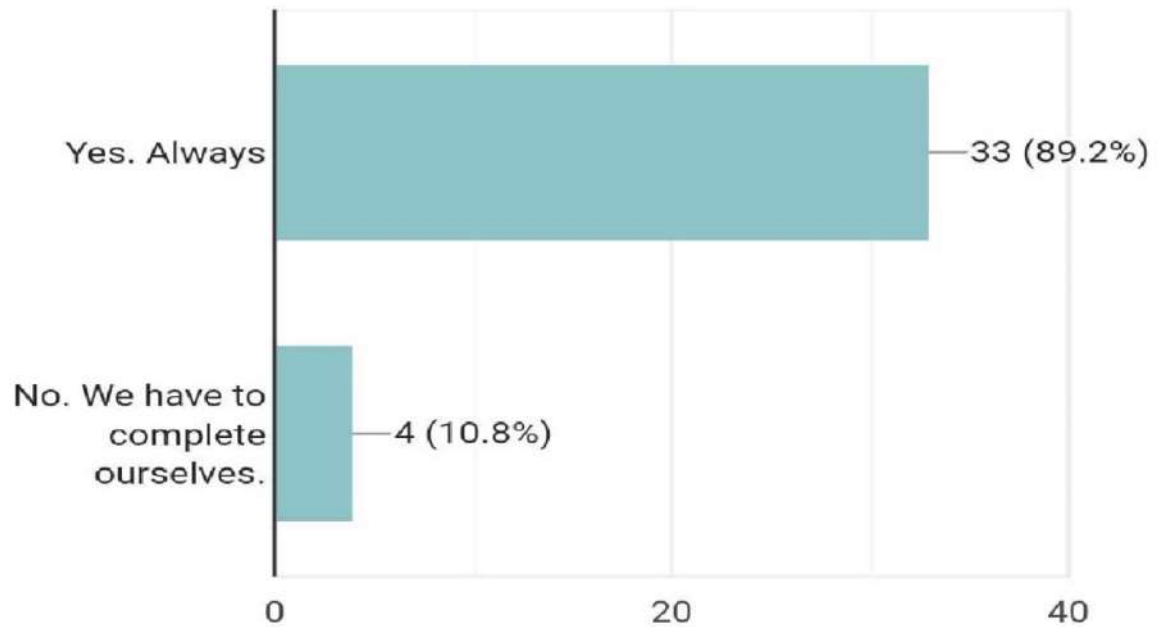


37 responses



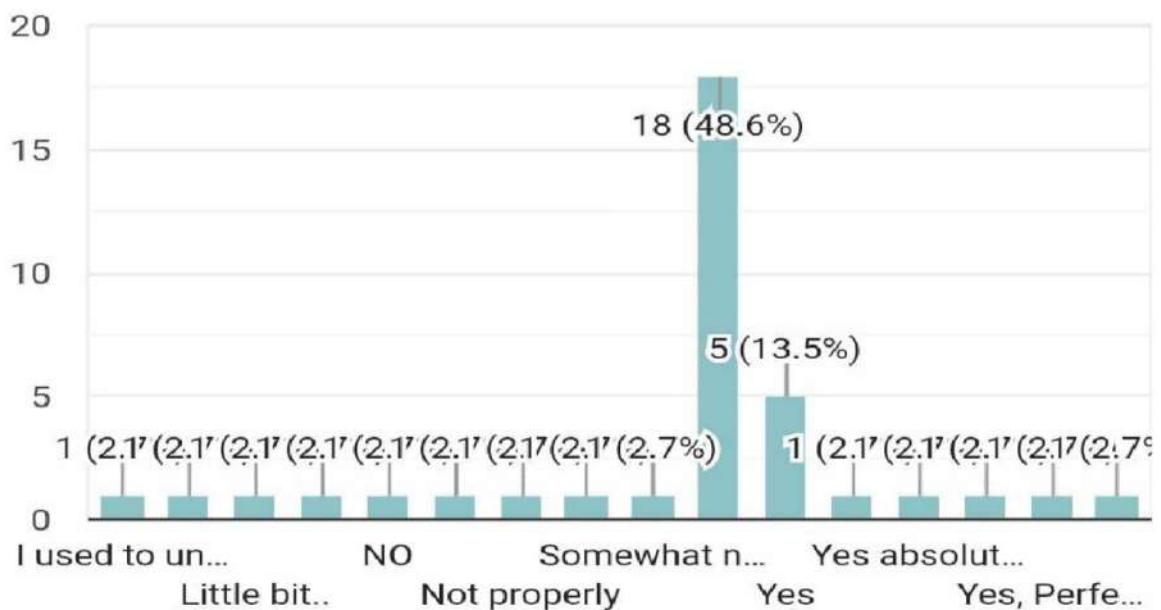
Is syllabus completed on time?

37 responses



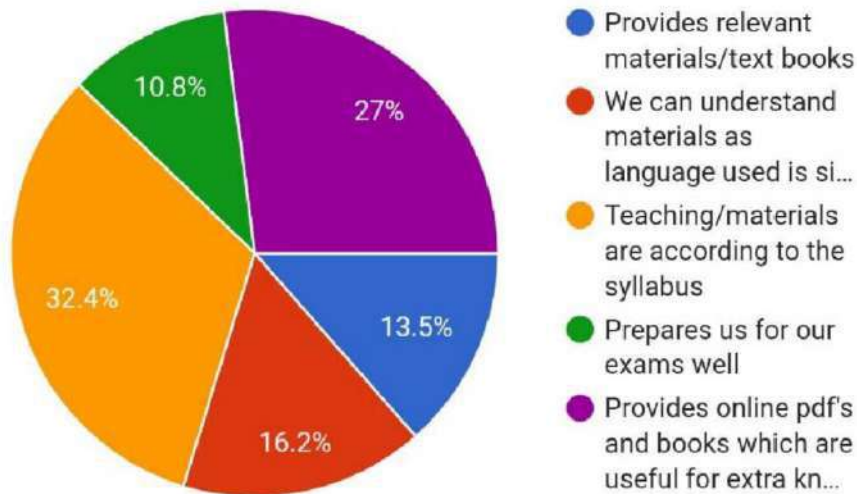
Can you understand what is taught to you?

37 responses



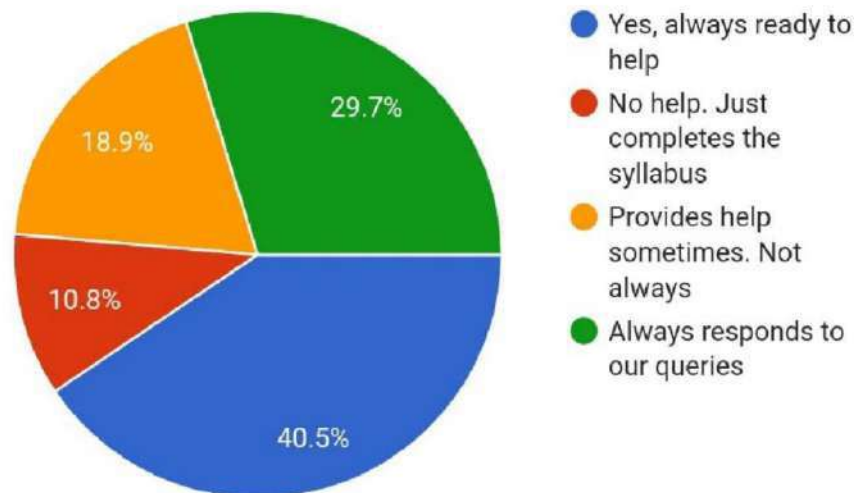
Give a reason why you like the class/materials uploaded by the teacher

37 responses



Does the teacher provide you with extra help in studies when you ask for it?

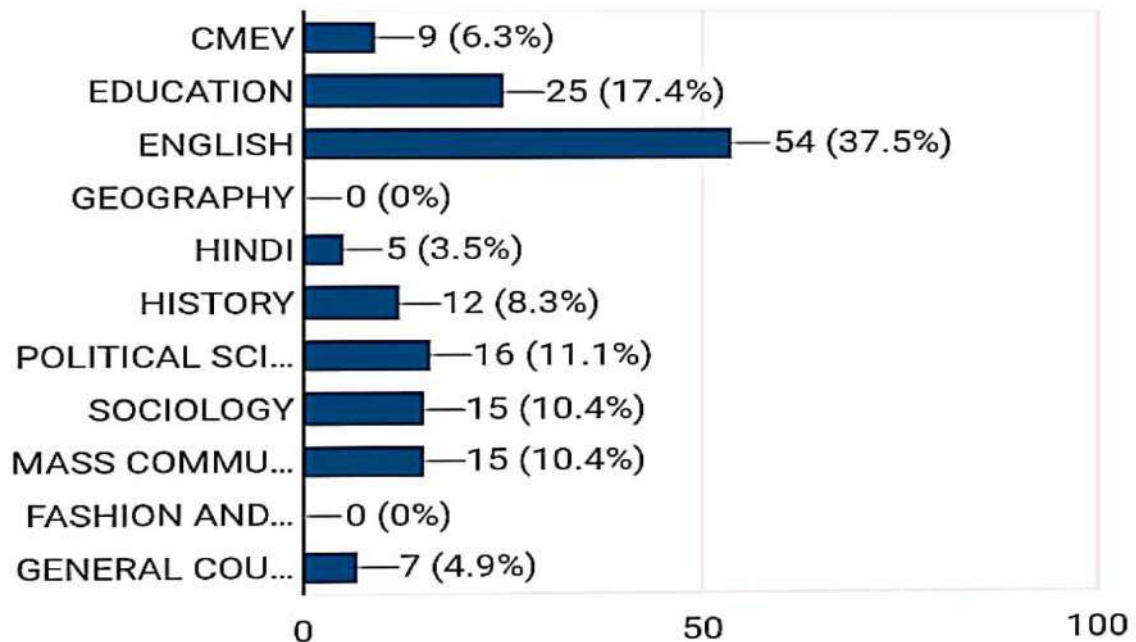
37 responses



144 responses were collected from the college students.

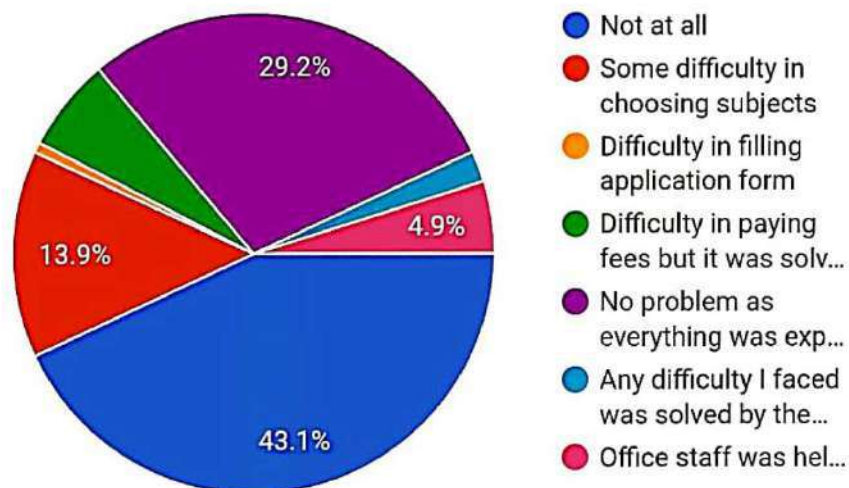
DEPARTMENT

144 responses



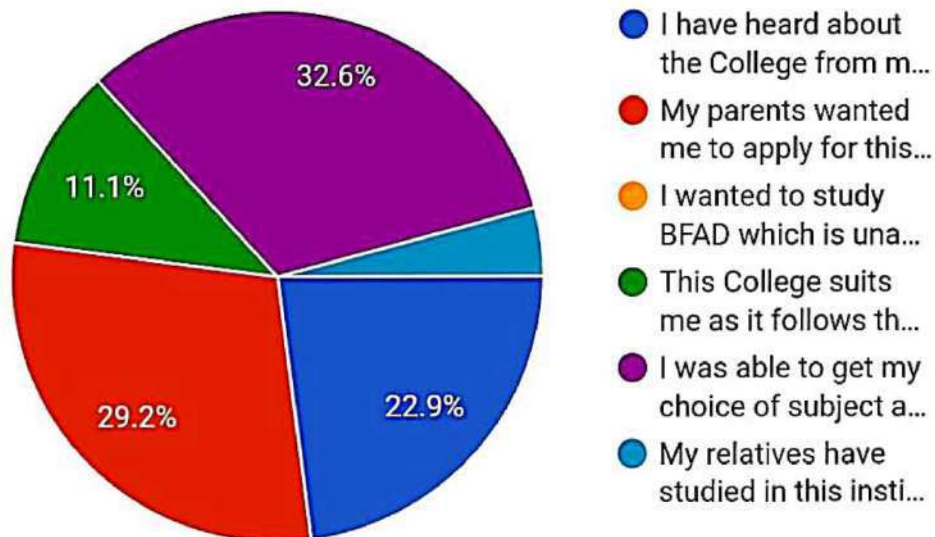
Did you have any difficulty in understanding the procedure of online admission

144 responses



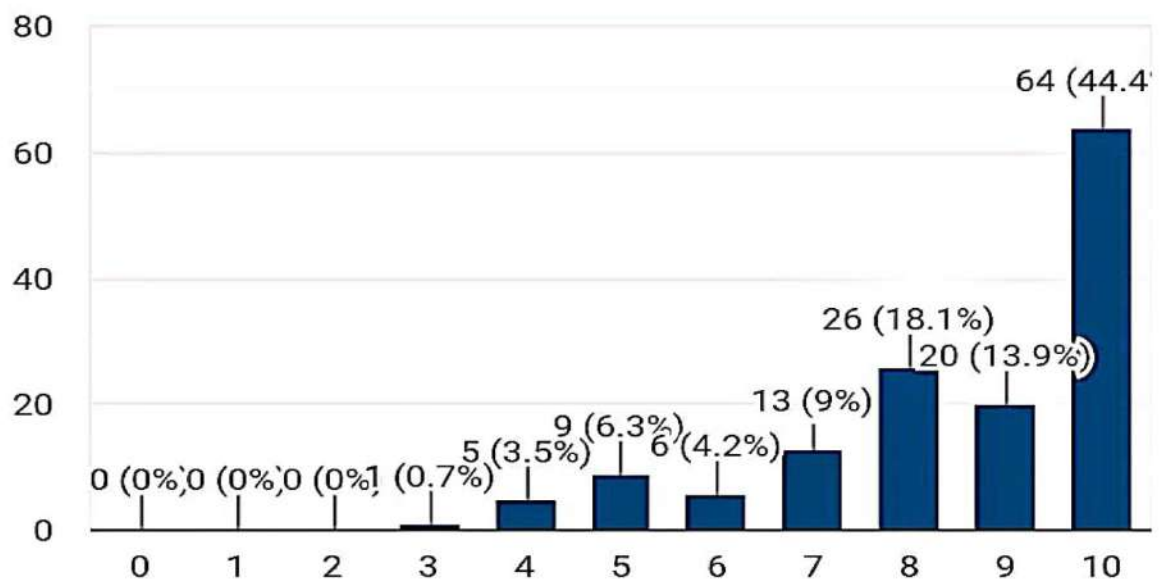
Reason for taking admission in this College

144 responses



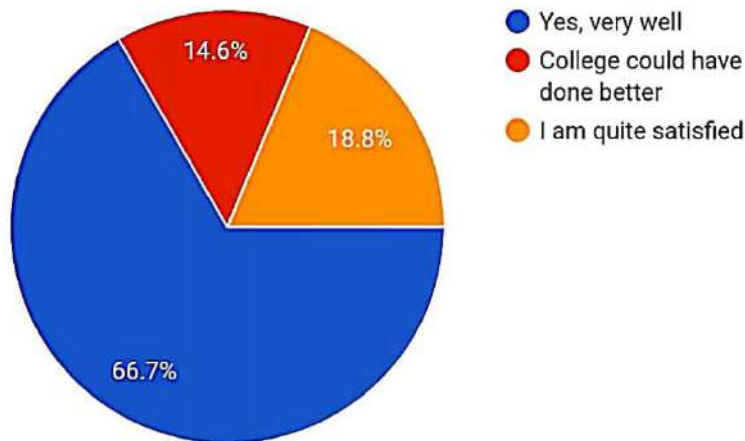
Rate the online teaching of this institution. 10 is excellent.

144 responses



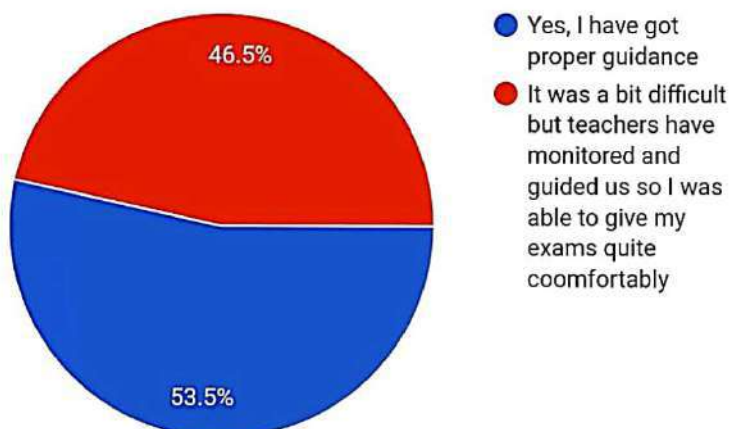
Do you feel that your College has been able to guide you for the Calcutta University Online Exams (CBCS Semester 1)?

144 responses



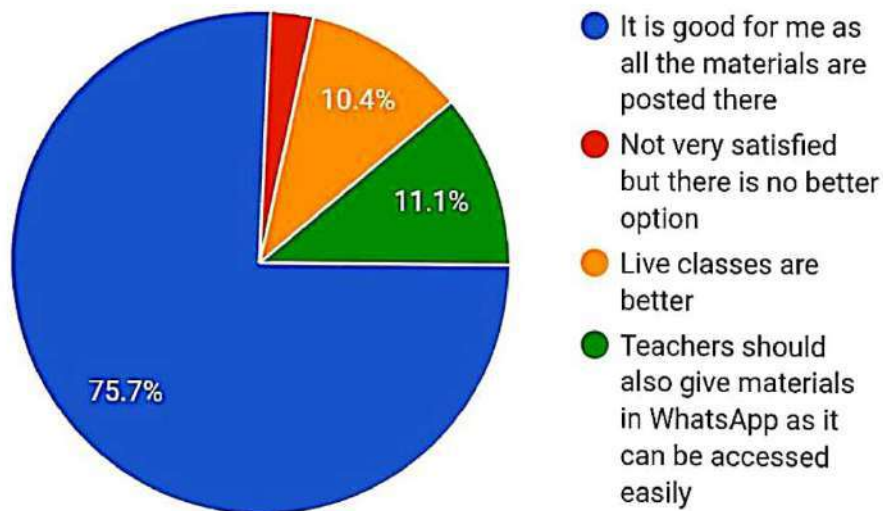
Do you feel that online teaching has helped you to do well in exams even though there are difficulties in communication as you are still not very well acquainted with the teachers?

144 responses



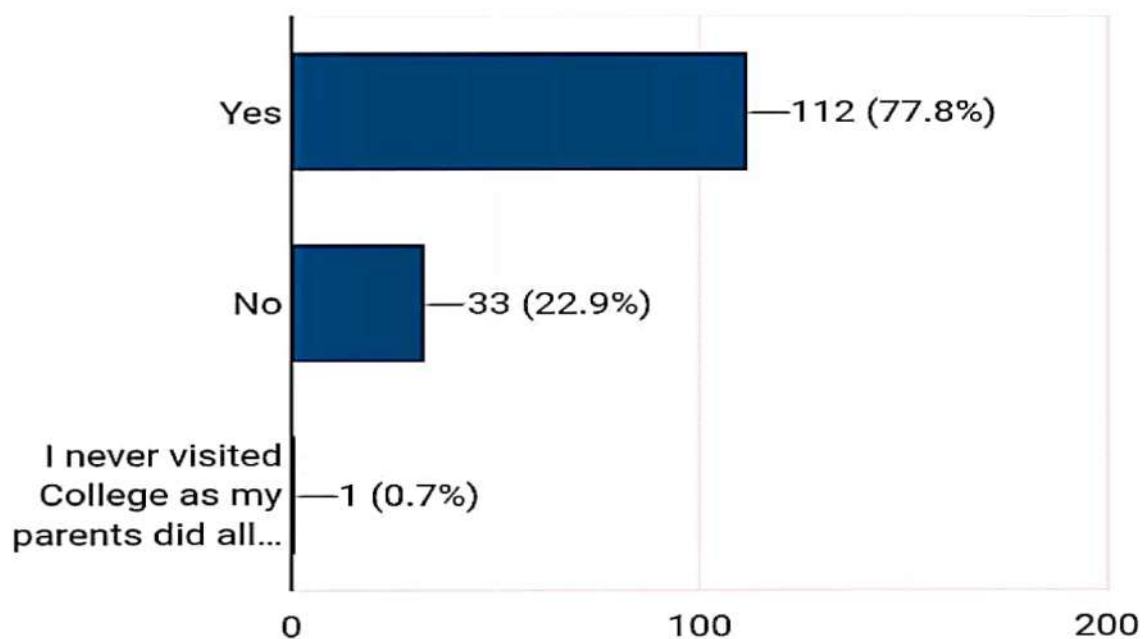
What is your experience of Google Classroom?

144 responses



Have you met any of the teachers when you visited College?

144 responses



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Session 2021-2022

Institution obtains feedback on the syllabus and its transaction from the following stakeholder:

1. Students

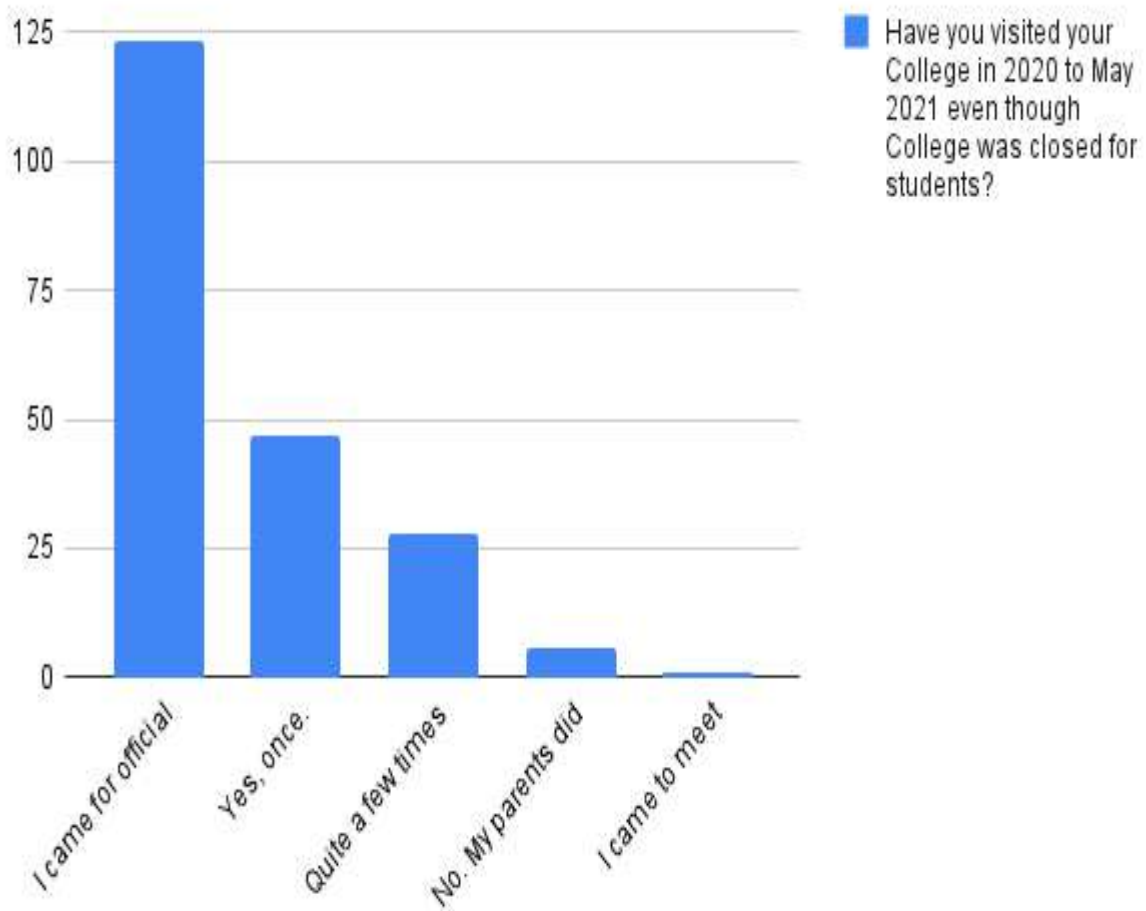
Feedback Analysis and Action Taken Report

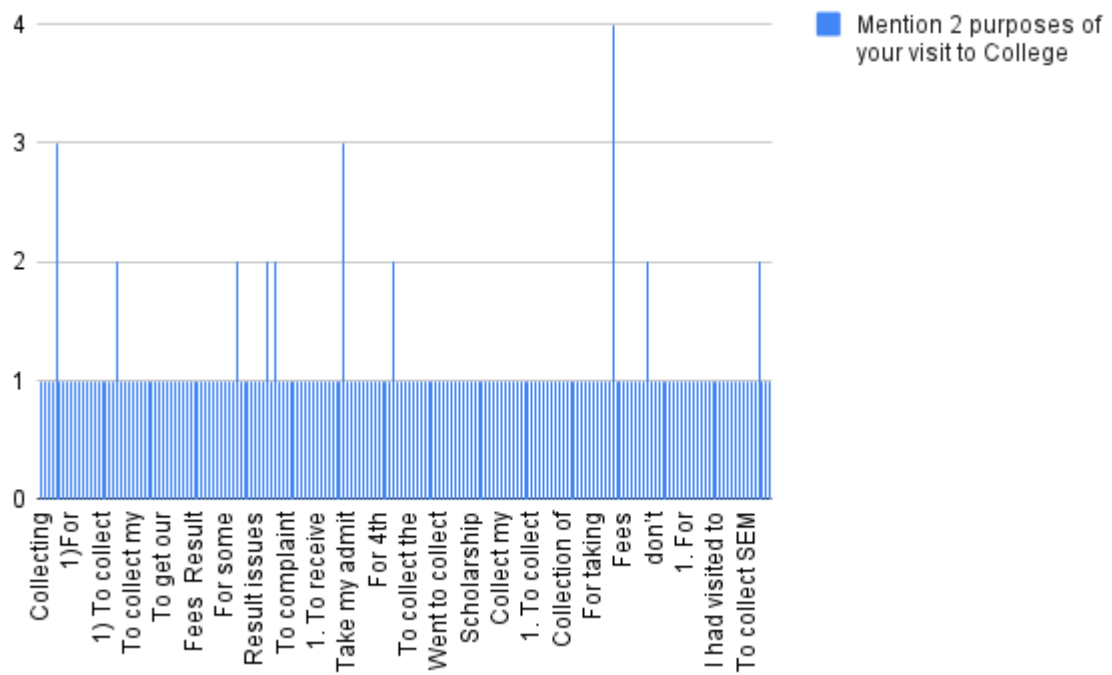
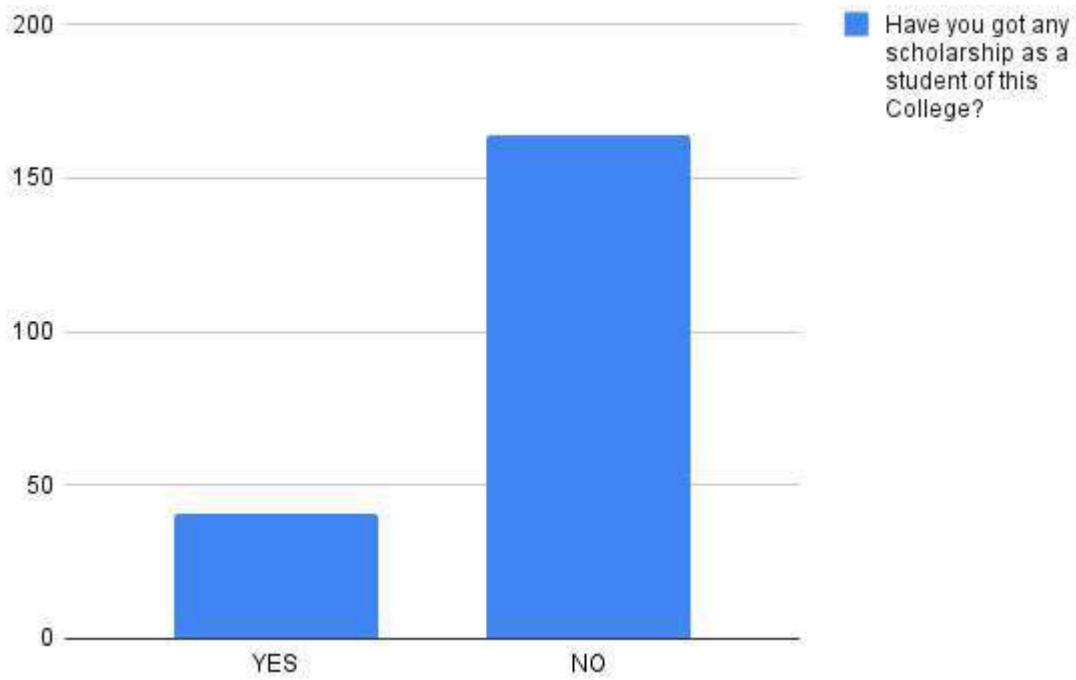
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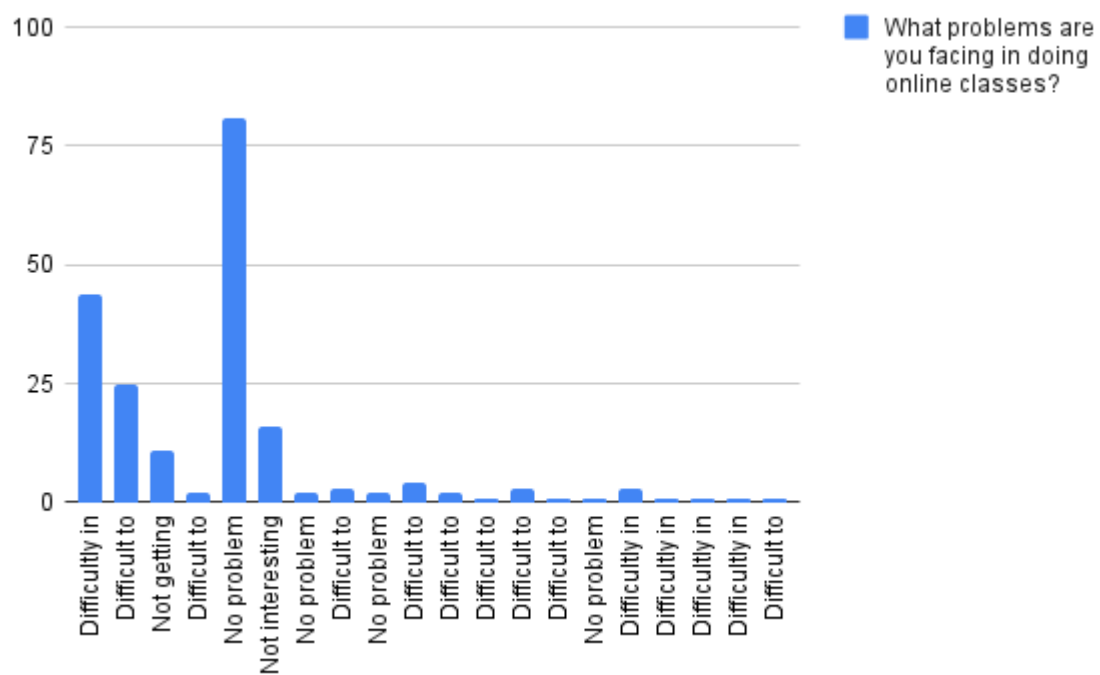
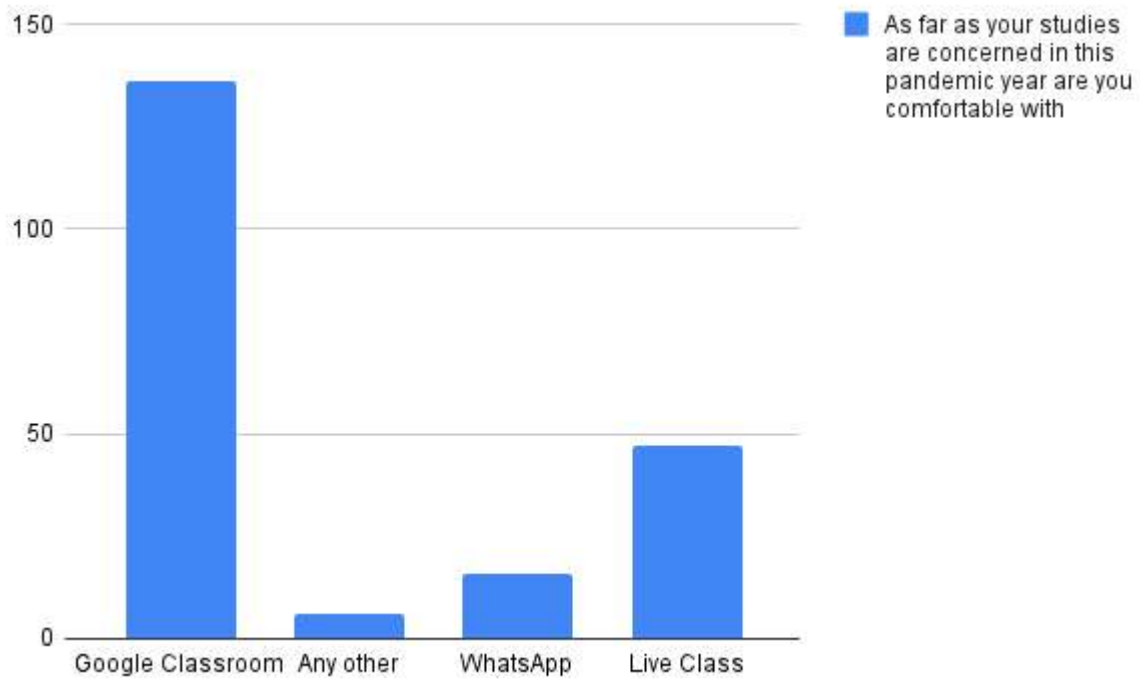
Students Feedback Analysis

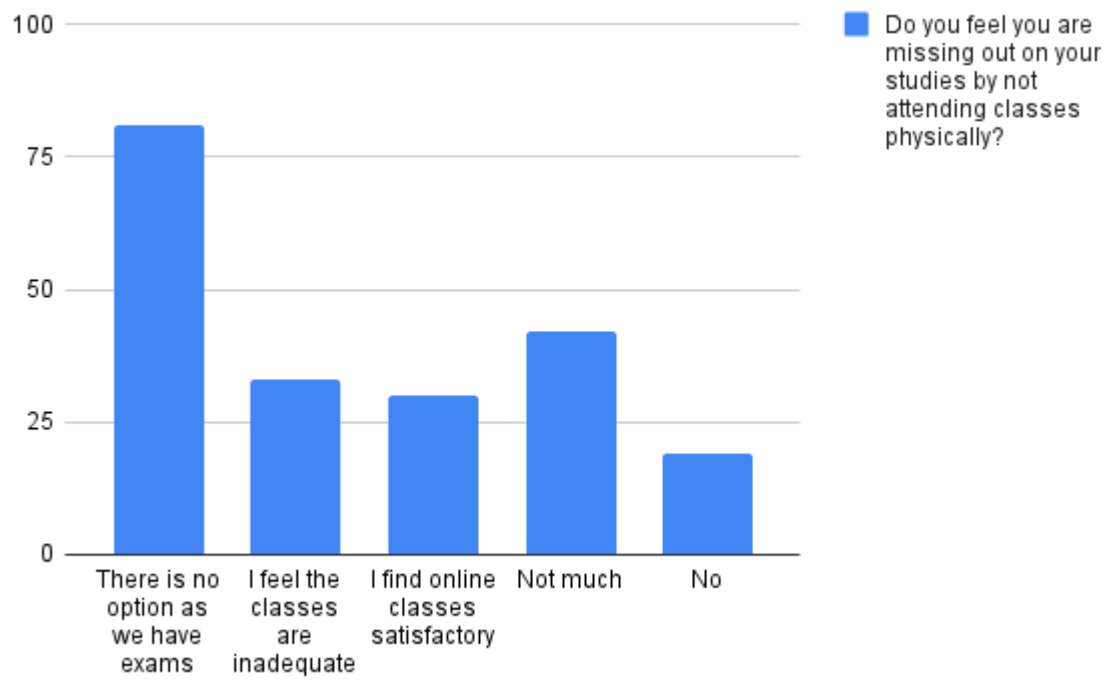
Feedback collected from 205 students of semester 4,6 students.

Date of collection: From 18.06.2021 - 30.08.2021

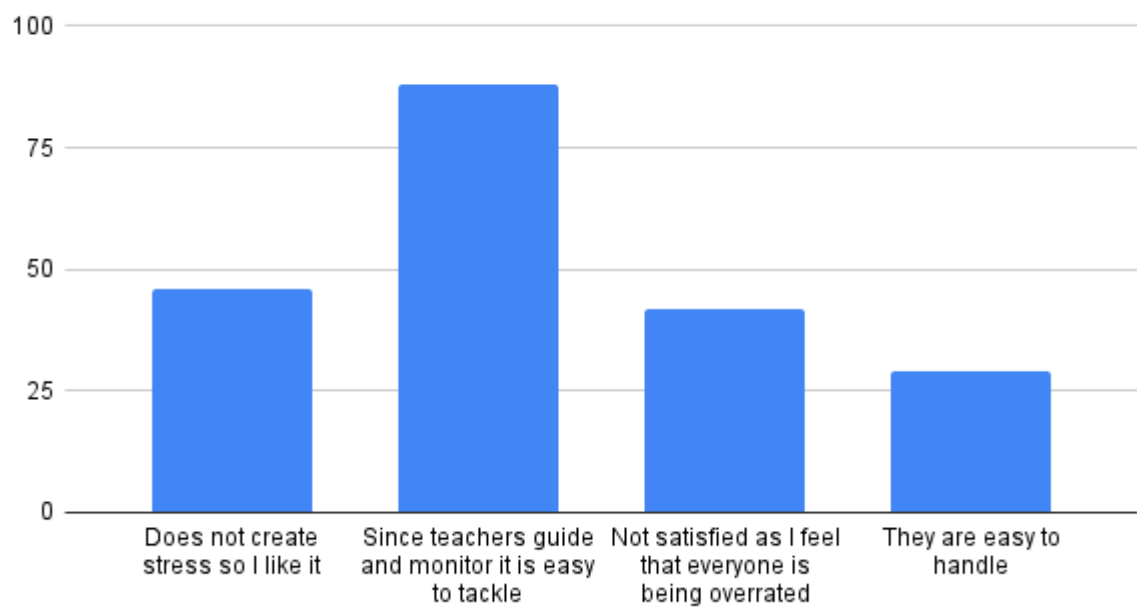








What is your opinion regarding online exams?



Rani Birla Girls' College
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Session 2022-2023

Institution obtains feedback on the syllabus and its transaction from the following stakeholders:

- 1. Students**
- 2. Alumni**

Feedback Analysis and Action Taken Report

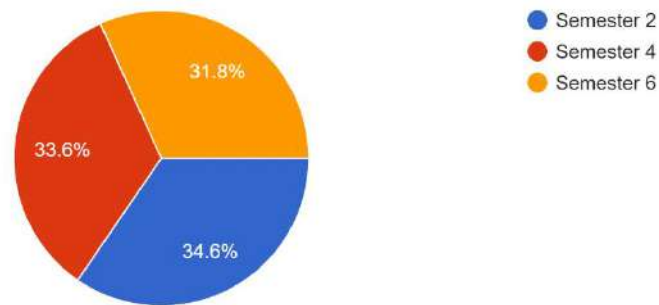
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Students Feedback Analysis

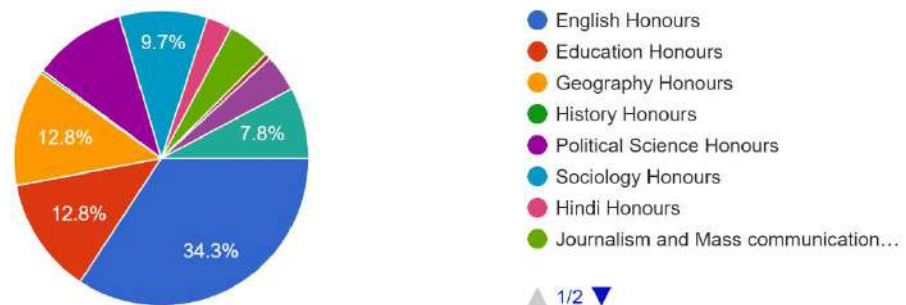
321 responses were collected from the college students.

Students from semester 2, 4 and 6 participated in this feedback process.

Semester
321 responses

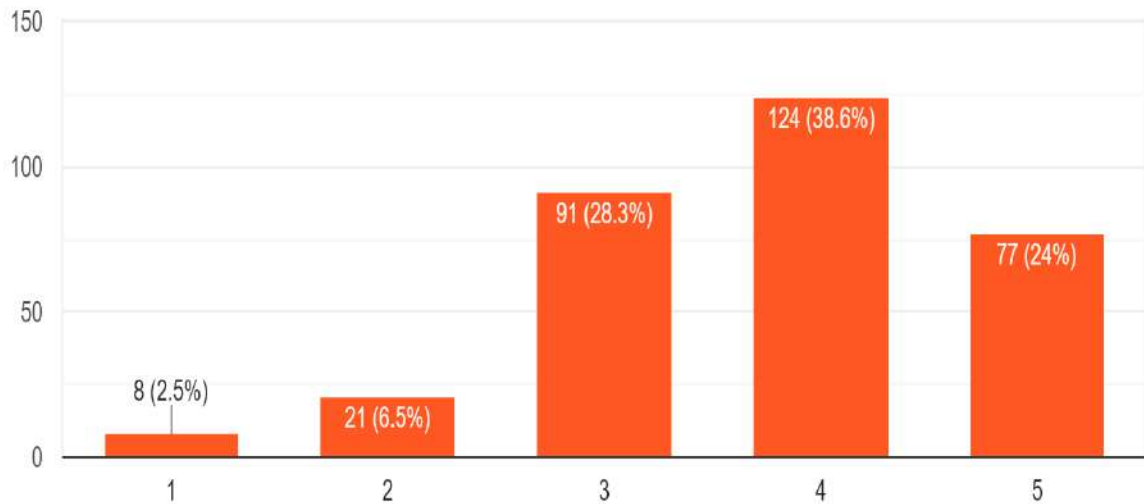


Subject
321 responses



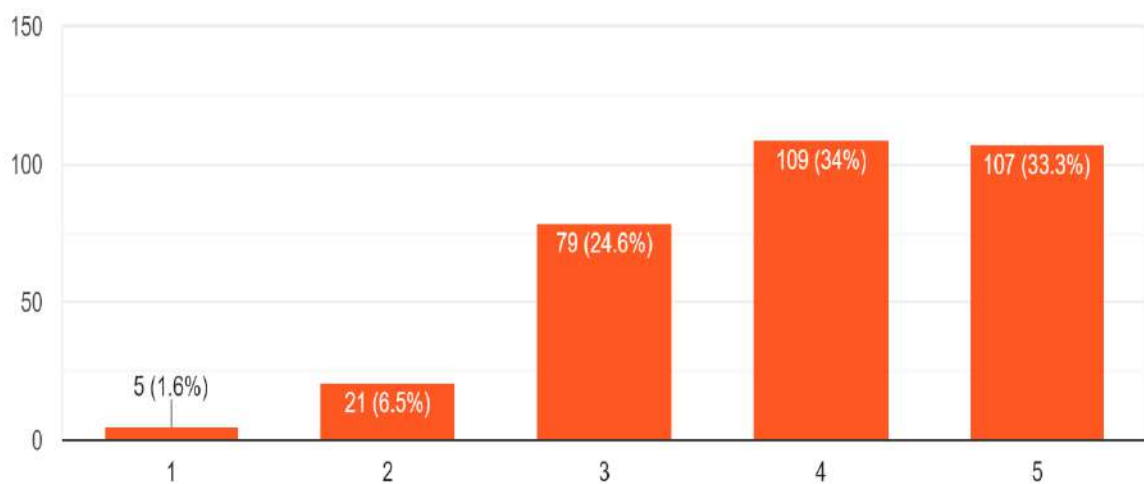
1. How would you rate the department in curricular delivery and transaction through blended mode?

321 responses



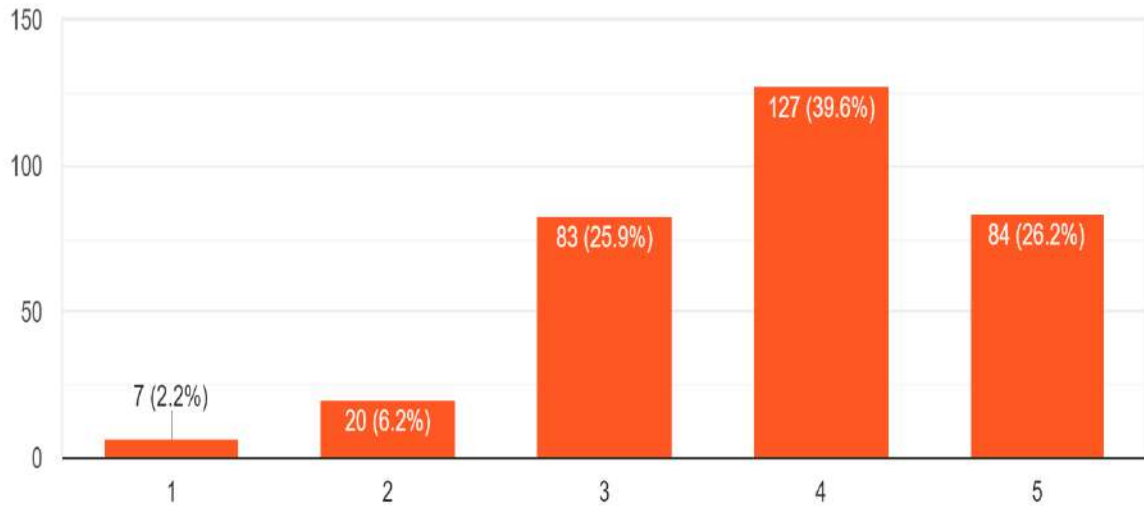
2. How would you rate the teaching practices in this department in terms of making the syllabus more understandable?

321 responses



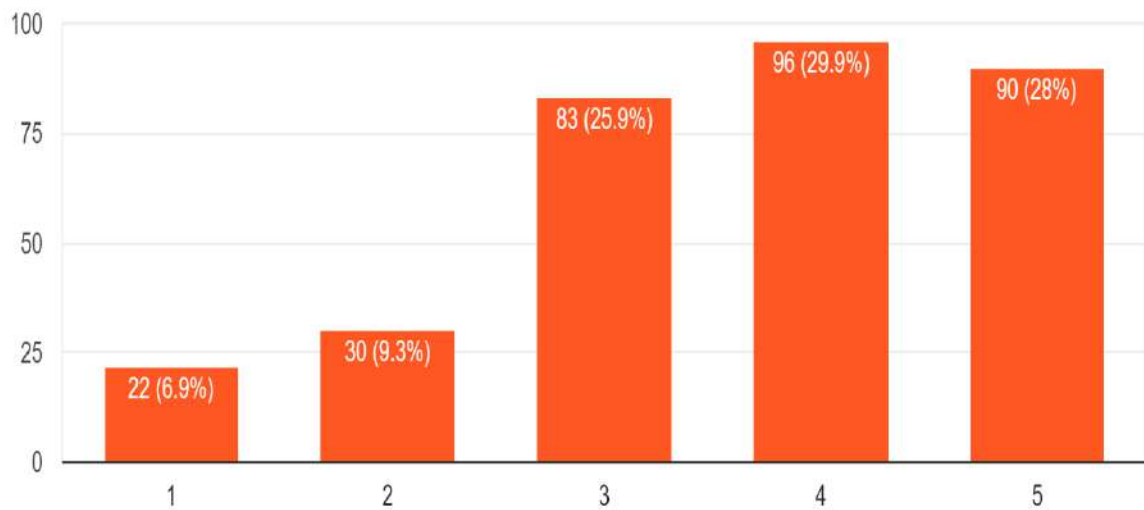
3. How would you rate the syllabus progression and completion in this department?

321 responses



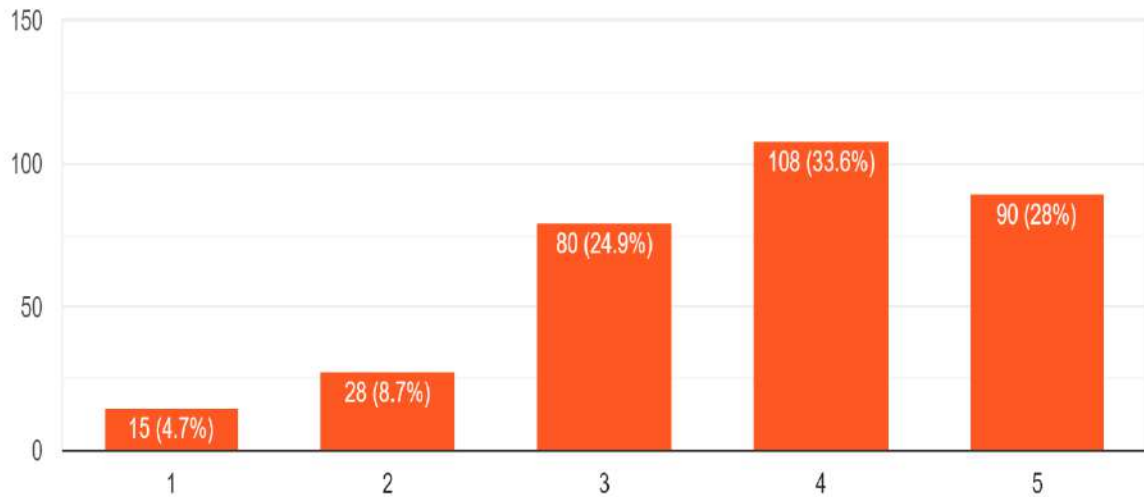
4. How would you rate the access you have to the central library?

321 responses



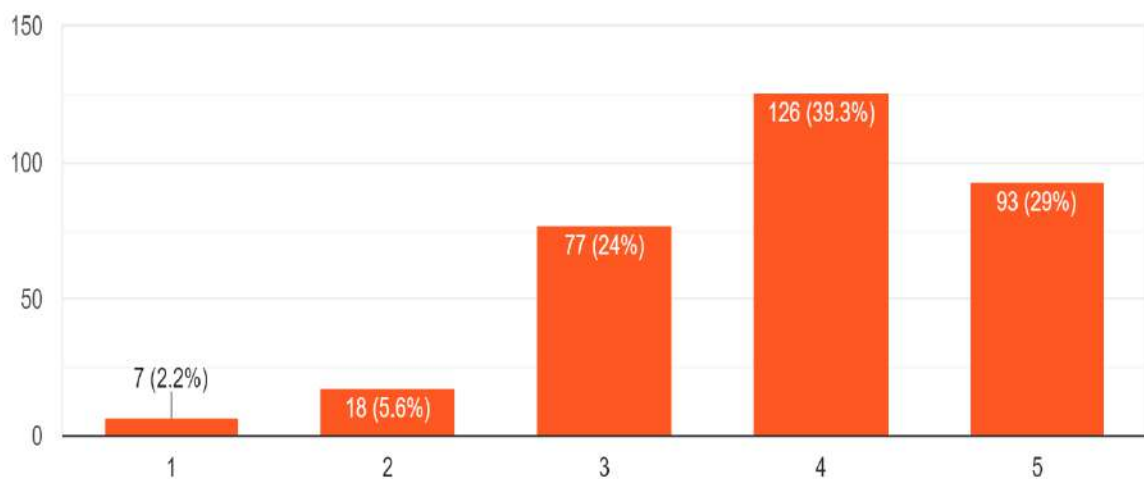
5. How would you rate the provisions of remedial classes held in your department?

321 responses



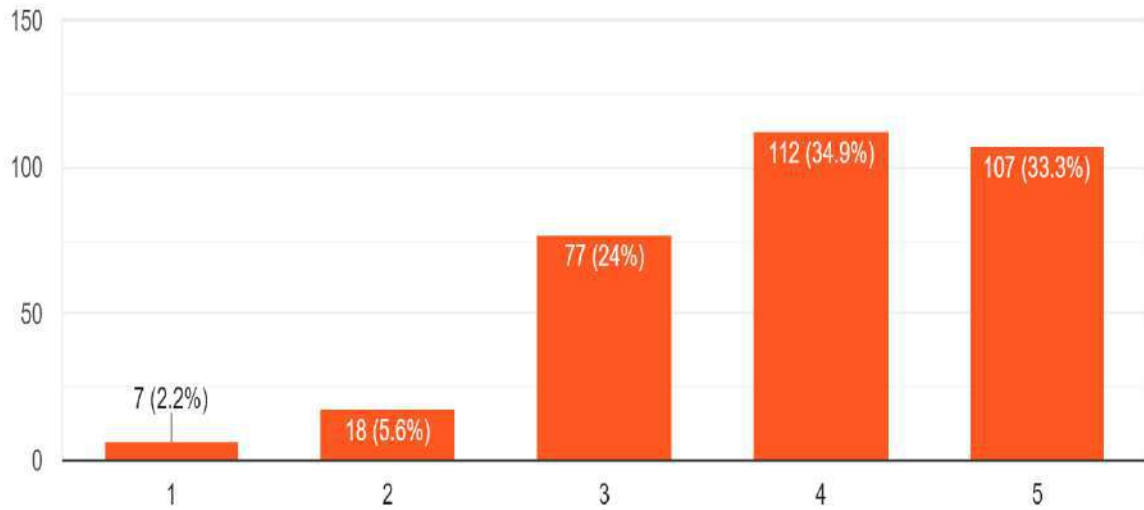
6. How would you rate the adherence (of the departmental teaching) to the prescribed university curriculum?

321 responses



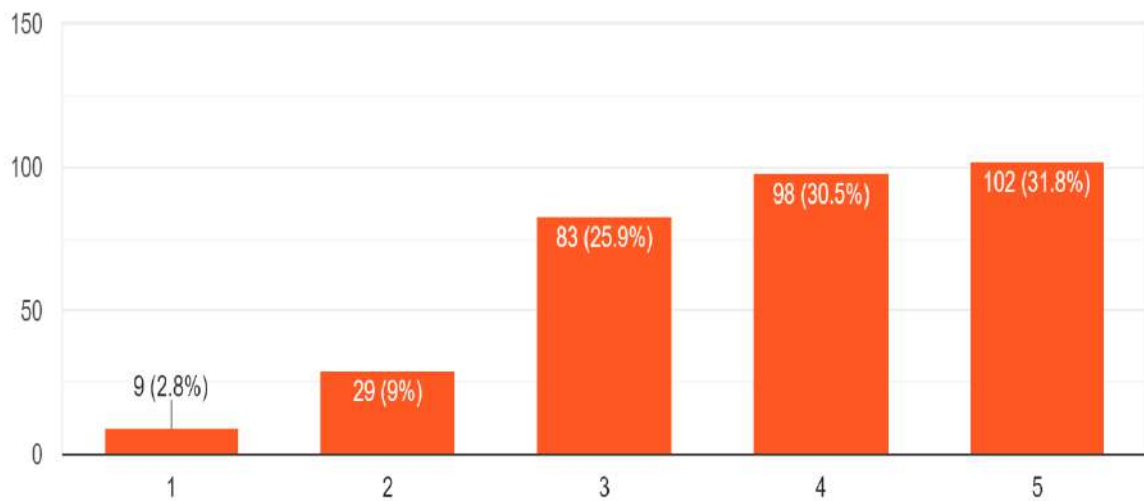
7. How would you rate the department in dissemination of reading resources and study material?

321 responses



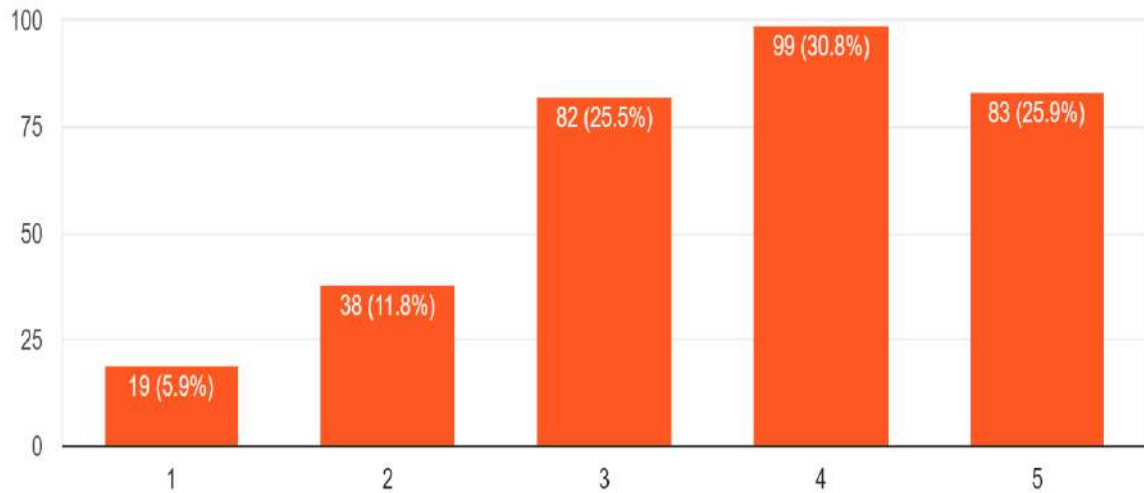
8. How would you rate department in motivating you as a learner through its curricular delivery?

321 responses



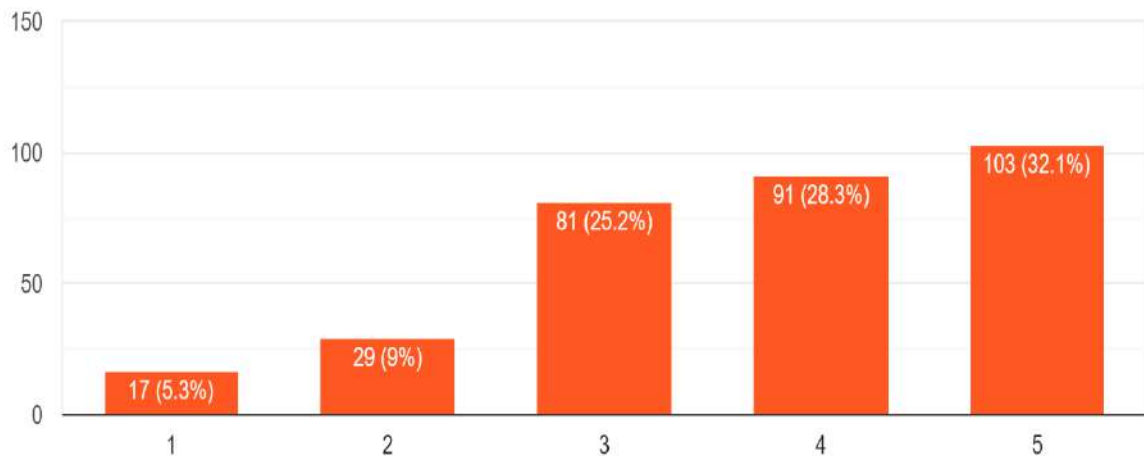
9. How would you rate the quality and availability of reading resources in the library?

321 responses



10. How would you rate the availability of departmental teachers beyond class contact hours for further facilitating curricular delivery?

321 responses



**Value 1 determine lowest level, Value 5 determine highest level.

* Any Suggestions: -

- ✓ No
- ✓ No
- ✓ No suggestions
- ✓ There is no canteen
- ✓ There is no canteen
- ✓ no
- ✓ Need to develop the infrastructure
- ✓ College should work on infrastructure development both teachers and students have to face a lot of problems during the rainy season.
- ✓ The college should arrange a proper room and some proper benches with fans for CMEV dept
- ✓ The college should arrange a proper room and some proper benches with fans for CMEV Dept.
- ✓ No
- ✓ Everything is good 😊
- ✓ Speechless
- ✓ Classes should be repaired
- ✓ NA
- ✓ You can do it better
- ✓ It would be better if the class representatives get a badge
- ✓ There's scope for betterment in the functioning of this institution.. college classes doesn't take place on a regular basis and attendance is not given even if we are available if teachers are absent.
- ✓ Classroom cleanliness
- ✓ I would like to request for little bit of lineancy for from few teachers regarding the class timing n also please understand what students want to say.
- ✓ Infrastructure of the college should be changed as the college looks so dull
- ✓ we need more computers for gis remote sensing
- ✓ Yes
- ✓ No
- ✓ Nothing as such
- ✓ College should keep canteen and also should keep the sitting area clean it's very dirty..
- ✓ Please schedule our classes accordingly. One of our class is at 9:30 and then the other is at 3:30 directly. As I am staying in Belur so it's very difficult for me to manage.
- ✓ As my spend most of the time in library in free periods, I think new books should be added once in a while and the books which are in the syllabus of CU should be included.
- ✓ No.
- ✓ We should keep guide books for every subject
- ✓ If technologies would be used while teaching in the classroom then it will benefit students in understanding the concepts well. Thank You.

- ✓ Nothing much to say.
- ✓ NA. THANK YOU!
- ✓ Please make proper routine because it's take our so much time between the gap of two periods
- ✓ It's a very good college
- ✓ Should have more curricular activities and should include sports like basketball etc.
- ✓ Library should be updated.
- ✓ More study materials should be provided.
- ✓ College should be repaired and painted and the interiors should bhi changed. And pls install air conditioner in every class. Except the infrastructure everything is excellent 🙌
- ✓ Extra classroom (common classroom)
- ✓ Cold water cooler
- ✓ Extra room for free classes.
- ✓ College looks like a ruined old building. It should be repaired and painted and the interiors should also be changed. Please change all the break down projector and install air conditioner in every class. And please arrange a kind of English-speaking classes in extra activities. which will improve our fluency. Rest of all the things are excellent.
- ✓ NA
- ✓ College should keep the canteen and also put some fans near the sitting area because summer season is coming.
- ✓ Nothing thankyou
- ✓ College should be repaired and painted ...
- ✓ Access to more reading resources, will help us to understand well and make study much easier.
- ✓ The library should have books which has highest readability score and the infrastructure should get a renovation.
- ✓ Extra class rooms and canteen
- ✓ Proper Facilities of books in the library according to the syllabus of the University.
- ✓ College should be painted and infrastructure should be improved with improved books facilities in the library and class timing should be properly arranged and there should be a free classroom for sitting.
- ✓ No canteen in the college
- ✓ Proper facilities of books in the library according to the syllabus of the university. Proper allotment of classes in the time table. College should be renovated.
- ✓ Nothing
- ✓ I need a canteen for college and sports practice.
- ✓ I am glad to be a student of Rani Birla Girl's College.
- ✓ The college is doing their best
- ✓ We need proper classroom and branches for CMEV department
- ✓ No. Thank You.
- ✓ College should have a canteen and there should be fans in the sitting area.

- ✓ লাইব্রেরি তে নতুন নতুন বই রাখা উচিত।
- ✓ Proper facilities of books in the library according to University syllabus.
- ✓ College infrastructure is really very bad. There is only two fan in the classroom and practical lab is very bad.
- ✓ We have a long gap in between classes which is really disturbing at times as we cannot focus more and are exhausted by the end of the day and also cannot use the time productively. The college canteen also needs renovation and we need a common room and space to sit in the free period as we hardly have a class room and the common room is mostly occupied, the auditorium needs more fans and lights as during the scorching summer heat it becomes very difficult for us students to sit for classes. We need cultural groups to be formed and kept ready for several fests and college competitions.
- ✓ No. Thank you.
- ✓ At least keep a food stall in the college
- ✓ Extra fans needed in classroom and a common room
- ✓ install more fans in college.
- ✓ There Is no canteen in the college
- ✓ College should start issuing the books from library as soon as the semester starts...
- ✓ There are many books not available in our Library for our political science subject
- ✓ No Suggestions
- ✓ Need more book for political science Hons especially sem 6
- ✓ There is not sufficient books on dse papers so the department needs to look into it..
- ✓ Need more books on Dse paper of Political science Hons there are books in our library which is not sufficient
- ✓ Infrastructure of the college needs to be change.. at least the college should give proper FAN in every classroom and they should paint the walls..
- ✓ Extra room
- ✓ Everything is good n upto mark so no need of any suggestion.
- ✓ We will glad if library have more books regarding our syllabus and topics
- ✓ To provide Guidance for choosing career option.
- ✓ There is no canteen in the college
- ✓ The speed for syllabus completion is very slow. Regular classes are needed for syllabus completion.
- ✓ More books should be available for the students in the library apart from that everything seems fine.
- ✓ We don't have canteen
- ✓ There's must be a canteen in college ground
- ✓ Updated the library book by removing older one.

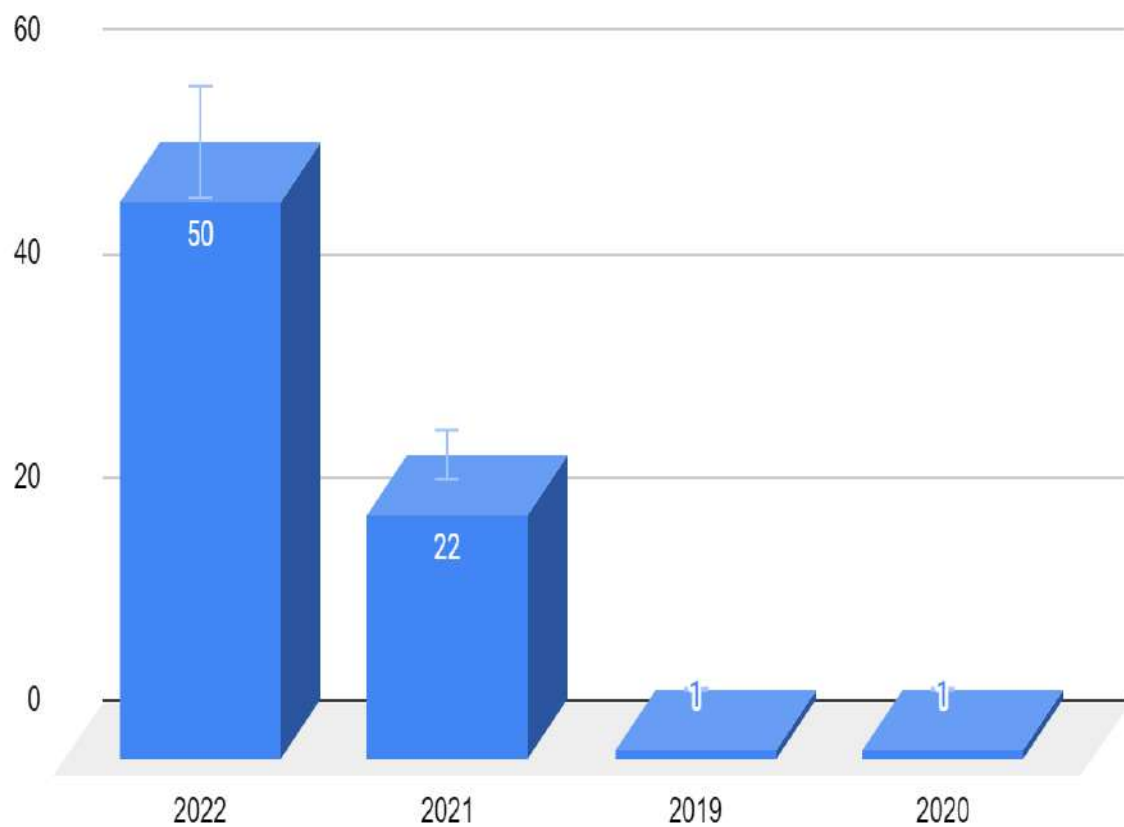
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Alumni Feedback Analysis

74 responses were collected from the college students.

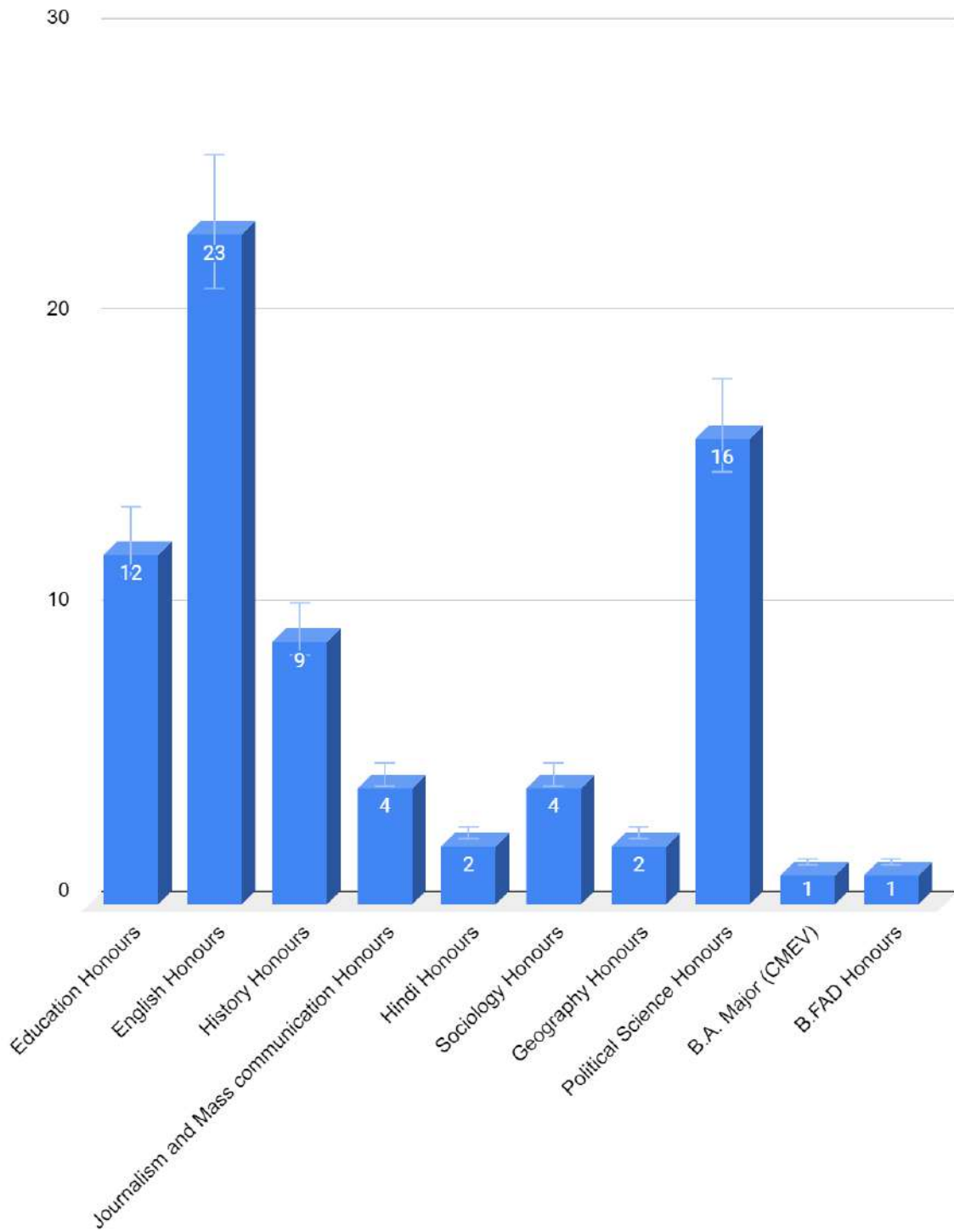
Students from 2019-2022 participated in this feedback process.

Year of passing



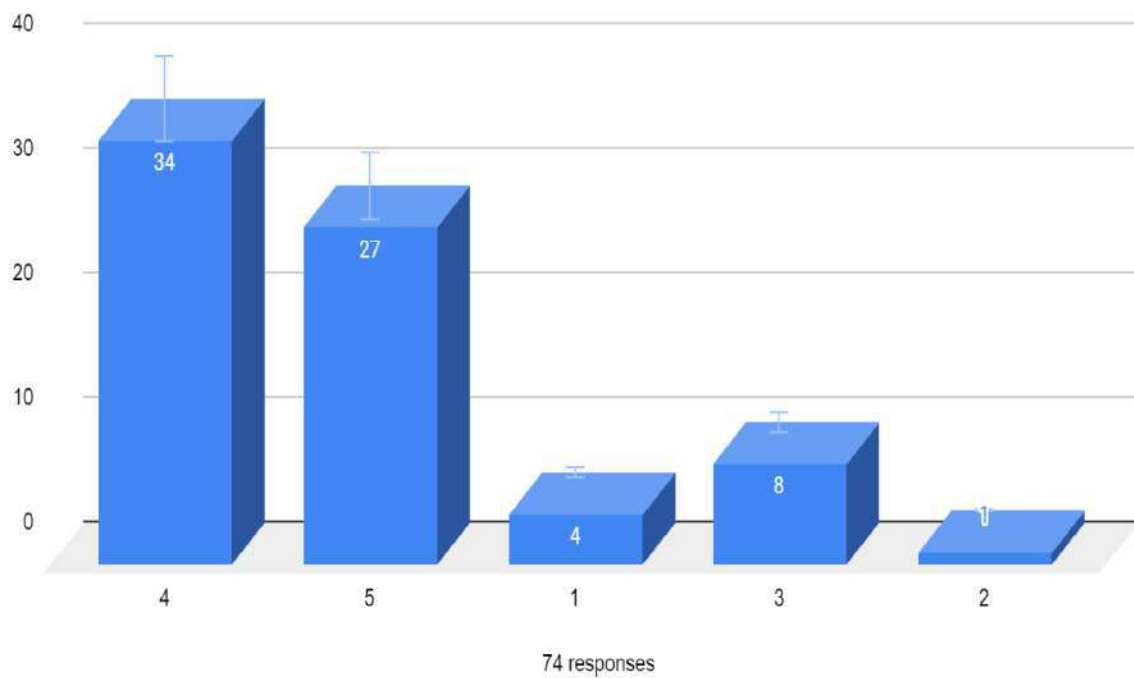
74 responses

Subject

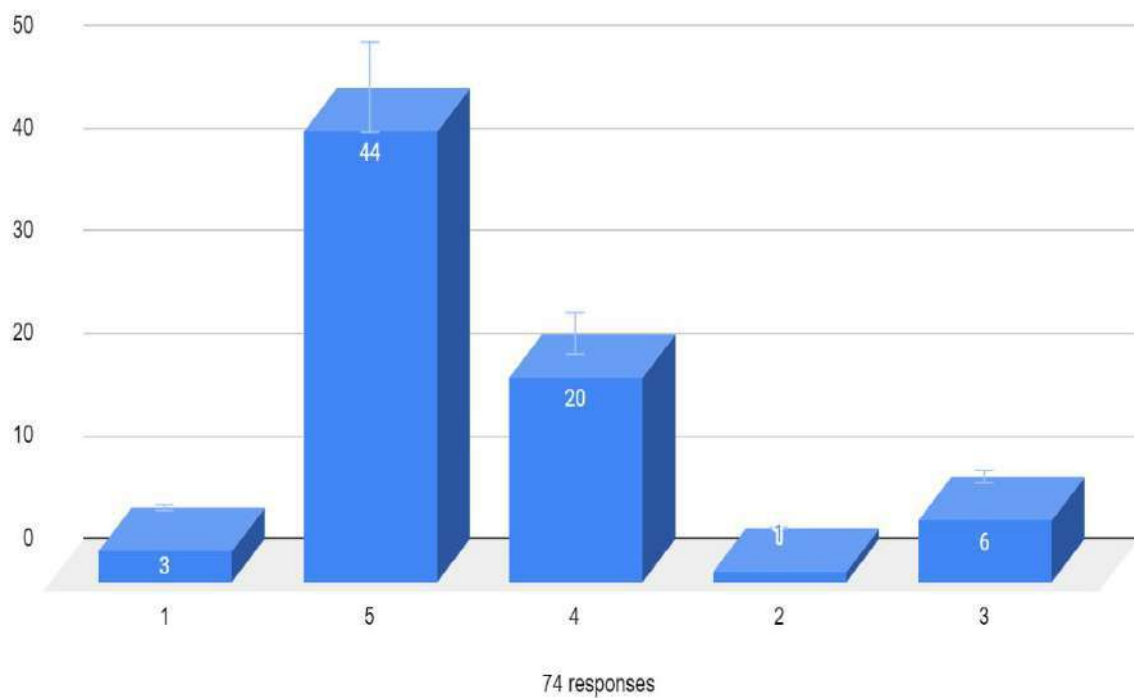


74 responses

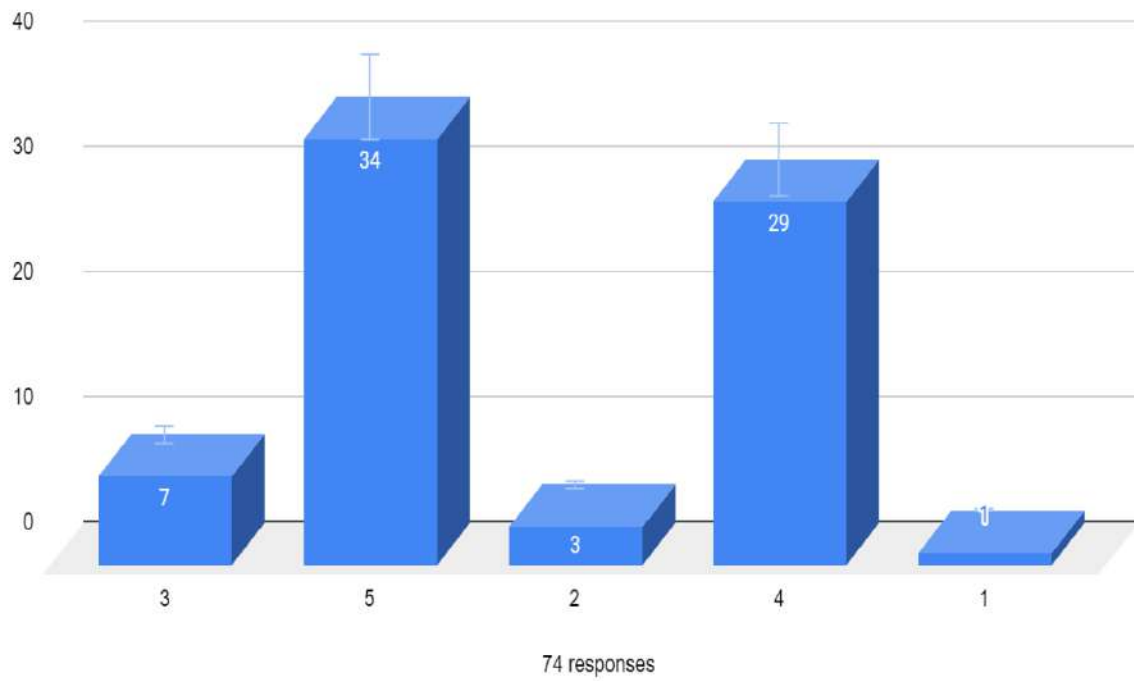
1. How would you have rated the department in curricular delivery and transaction through blended mode?



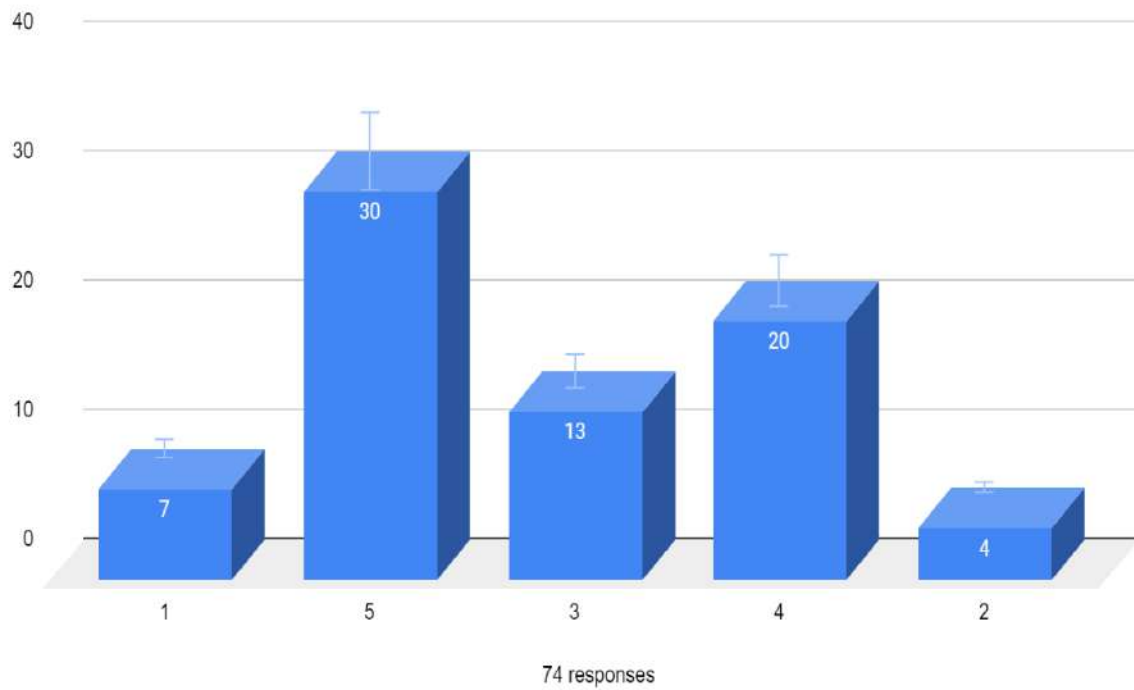
2. How would you have rated the teaching practices in this department in terms of making the syllabus more understandable?



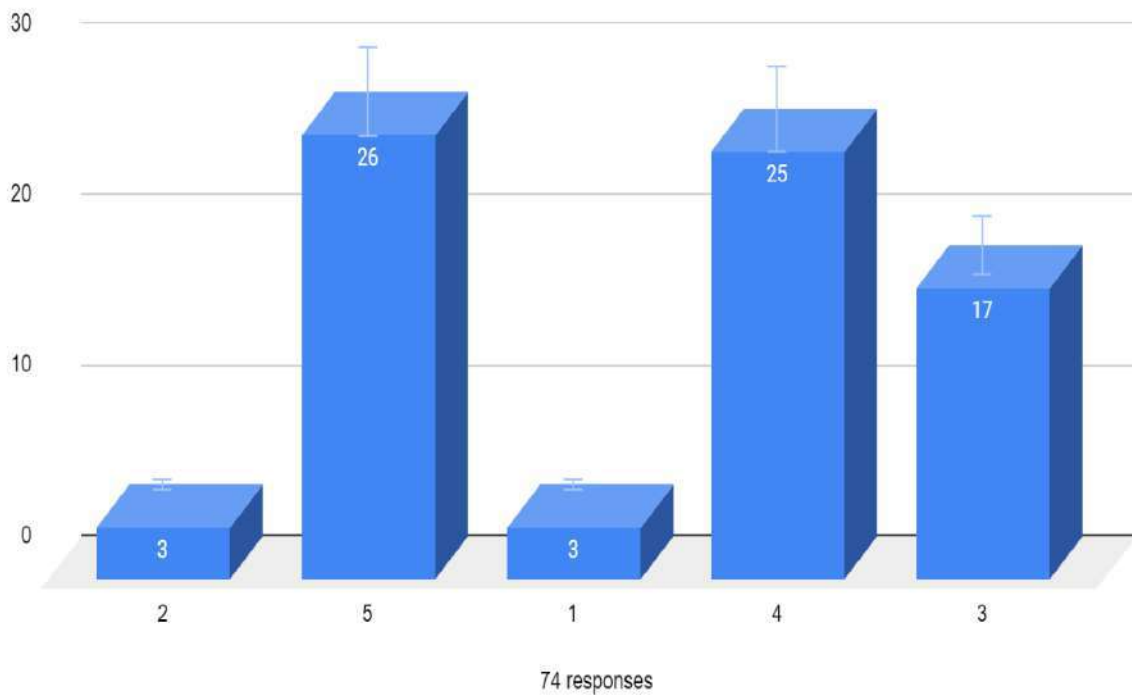
3. How would you have rated the syllabus progression and completion in this department?



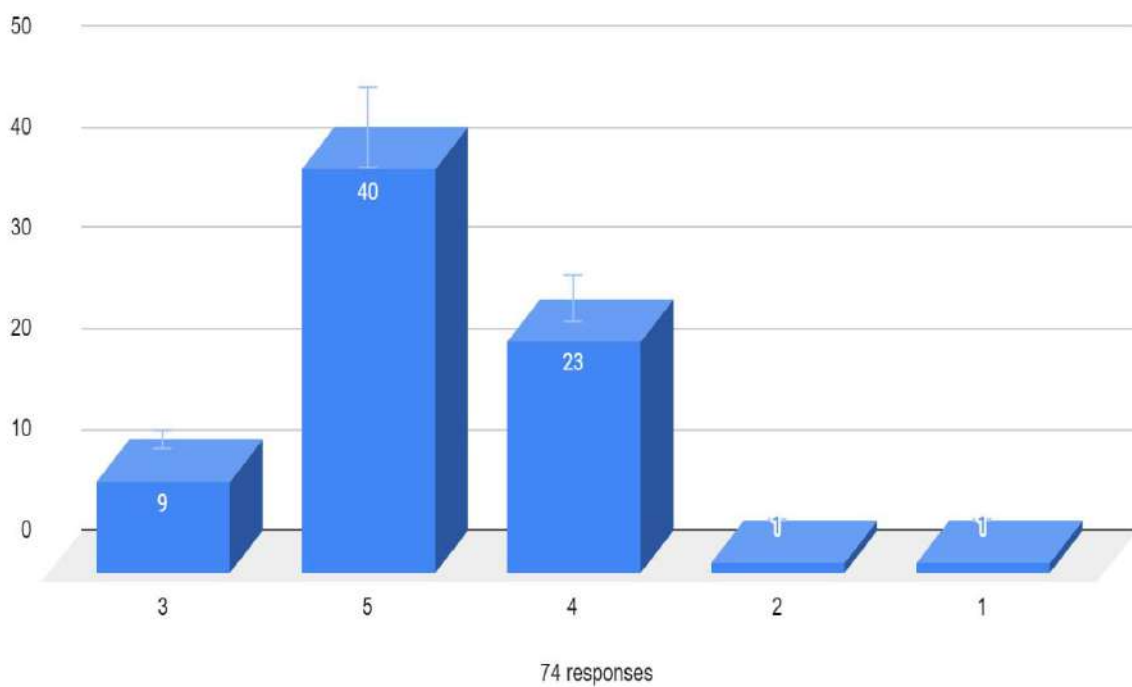
4. How would you have rated the access you had to the central library?



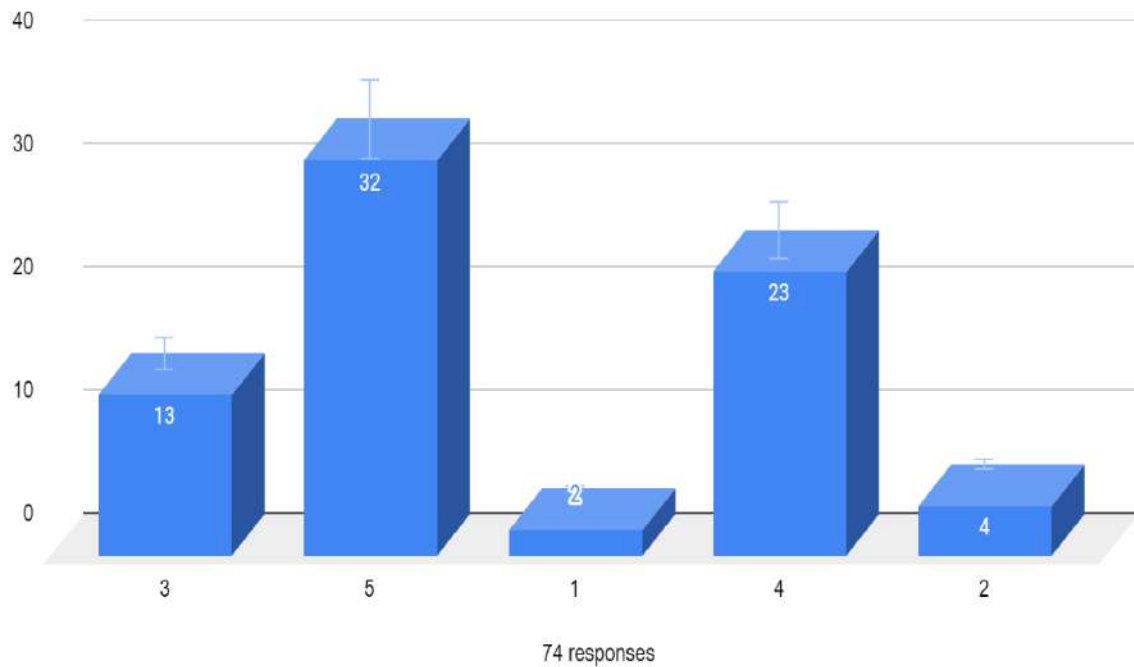
5. How would you have rated the provisions of remedial classes held in your department?



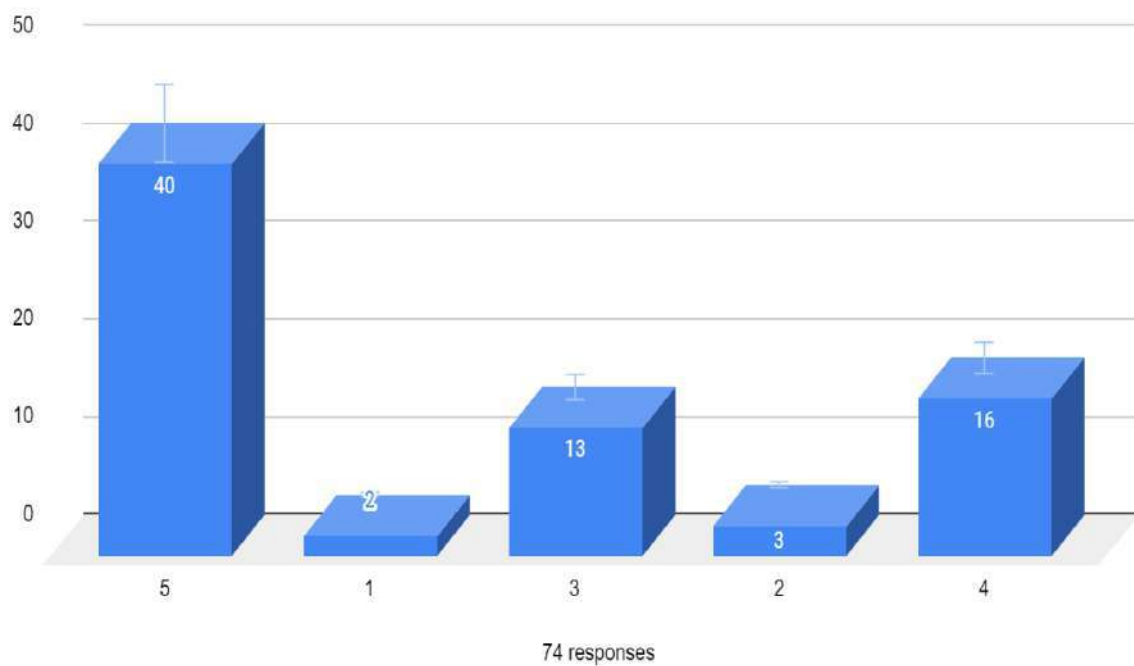
6. How would you have rated the adherence (of the departmental teaching) to the prescribed university curriculum?



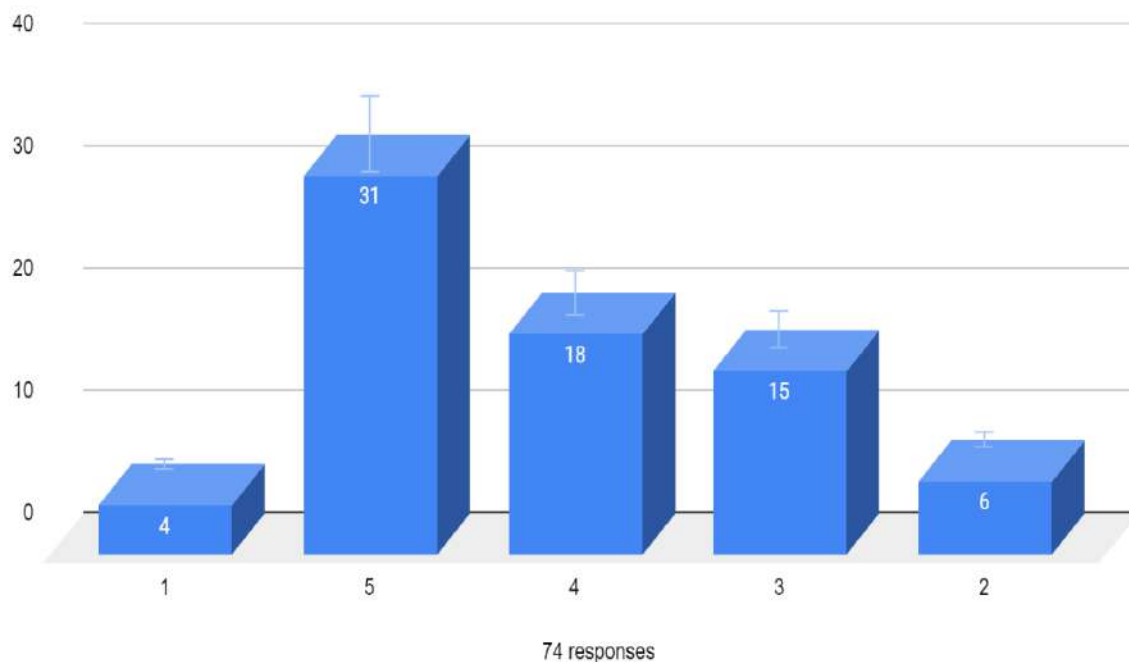
7. How would you have rated the department in dissemination of reading resources and study material?



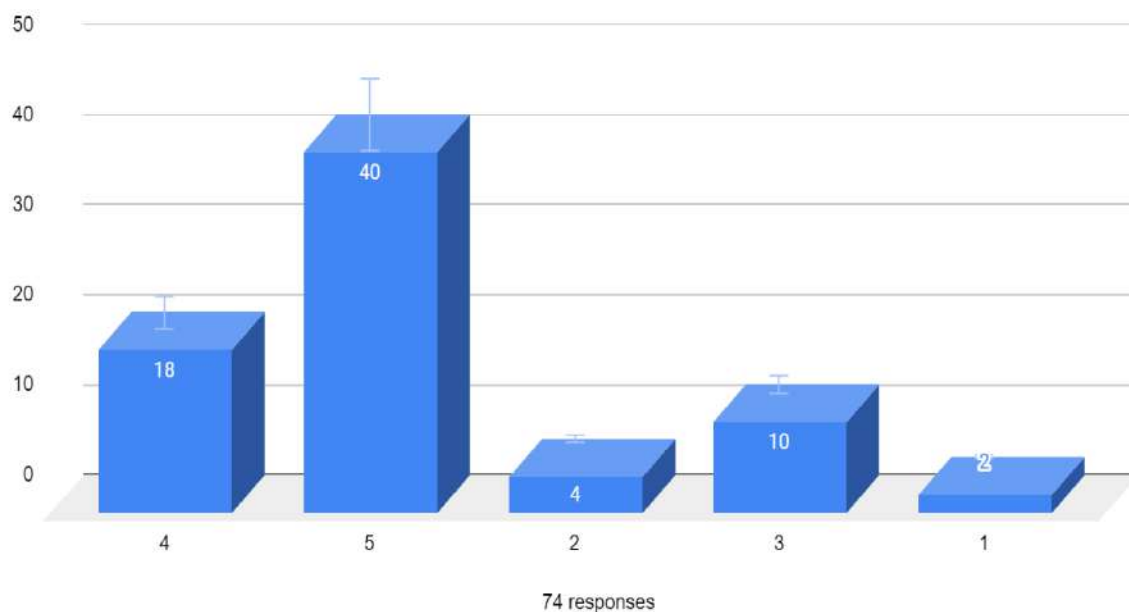
8. How would you have rated department in motivating you as a learner through its curricular delivery?



9. How would you have rated the quality and availability of reading resources in the library?



10. How would you have rated the availability of departmental teachers beyond class contact hours for further facilitating curricular delivery?



**Value 1 determine lowest level, Value 5 determine highest level.

* Any Suggestions: -

- ✓ No
- ✓ Improvement in infrastructure is required
- ✓ A lot.
- ✓ Thank you.
- ✓ The History Department should get a different and a bigger classroom.
- ✓ All of my department teachers were co-operative
- ✓ The office should be available for the students all the time with proper information for the students as many of the students come from far which is a very big problem if there is no proper guidance given by the office staffs
- ✓ It was a wonderful learning experience
- ✓ Facilities for students should improve.
- ✓ Na
- ✓ Study is good
- ✓ In history department my overall experience was good but I don't like the system of library in our college...
- ✓ None
- ✓ I won't be ungrateful for the knowledge I've got from this college but the experience could have been much better. Completing syllabus is okay but the topics could have been explained in more details. And there should be a teacher separate for practical portion.
- ✓ My department was excellent but the education system should focus more on retention of knowledge rather than completion of syllabus.
- ✓ No.
- ✓ Better progression of Education Department
- ✓ Students who really were serious and must be pursuing higher studies might be facing so much difficulty in coping up with the course because their base are itself weak.
- ✓ In the coming few years 4 years UG course will come into effect, so the teachers should try to incorporate the teaching techniques which will help the coming generation. They should change their age old concept of just coming and reading the materials in class. What really matters at the end is that how much a student is able to grasp the concept. When the base is strong for a particular topic then only the teaching is fruitful.
- ✓ Teachers should pay special attention to students who face difficulties in understanding. Just as the education system is improving day by day similarly the teaching should also get advanced.
- ✓ These were just suggestions so that our college can also progress and come in the top 10 of Kolkata and the students can proudly say the name of our College. The students should be mold in such a way that they stand out in the crowd, they should excel in all aspects be it studies or in co-curricular activities.
- ✓ Firstly I just want to express my gratitude for the professors invaluable guidance, encouragement and most especially for devoting a substantial time for us during the period of pandemic. I would like to suggest that if you people can provide some original

text books of the writers or a better quality of materials then it will be more helpful for those whom really wanted to go for research degree or higher studies.

- ✓ Moreover, Your teaching method is the best because students are actively involved in the discussion and discussions are always lively and to the point. You never distant yourself from the students, even the shyest student participate in critical discussion. I consider myself very fortunate to have a full package to have a teacher, lecturer and professor like you. Your lectures and publications have broadened both my thinking and analytic ability.
- ✓ Thank you
- ✓ Need books for recommendations and readings
- ✓ During my college years, we had no books or reference materials to study from. All we had were notes from teachers. That also was often not distributed among all the students. Machines would not work properly and we would face a lot of issues during our exams. In my final year Pubalina maam started taking one of my classes and she was extremely helpful and encouraging. Apart from this only college environment, principal, inter fest college shows were only the good things. Our curriculum, bfad department and internships were all nothing less than a joke. In the name of internships we would be instructed to clean their workspace, assort buttons etc. My college was delightful but not my department.
- ✓ Need more improvement.
- ✓ Must improve
- ✓ Provides best education
- ✓ Well, I don't find any inaccuracy. The college is well equipped with good infrastructure - teachers, administrative staff laboratories etc. Our college improves so much last these years. Keep it up. I hope this college will be an unique one in the Kolkata.
- ✓ Department should get a good spacious room with more fans for the students
- ✓ It will become more better for the students to gain interest in learning if the classroom and class environment gets attractive and clean.
- ✓ The Education Department is quite amazing

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Institution obtains feedback on the syllabus and its transaction from the following stakeholder:

1. Teachers

Feedback Analysis and Action Taken Report

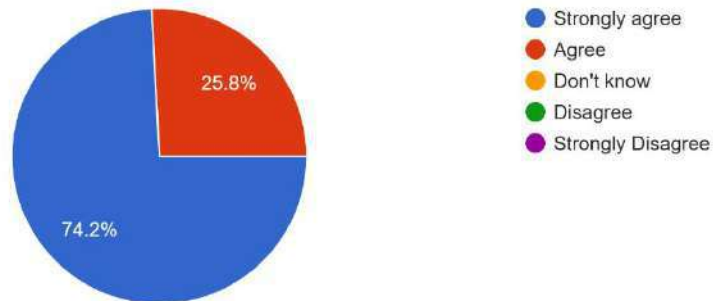
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Teachers Feedback

31 responses were collected from the college teachers.

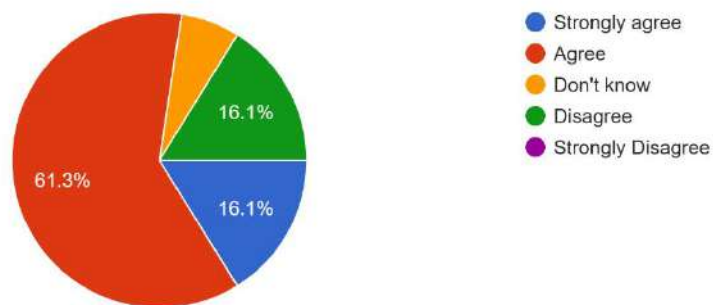
Q1. Classes are held according to routine and time.

31 responses



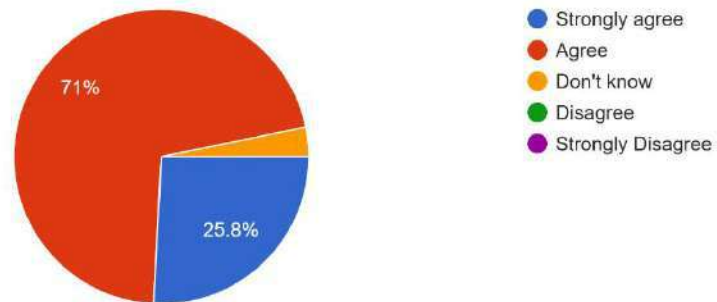
Q2. Classrooms are adequately available for conducting classes smoothly.

31 responses



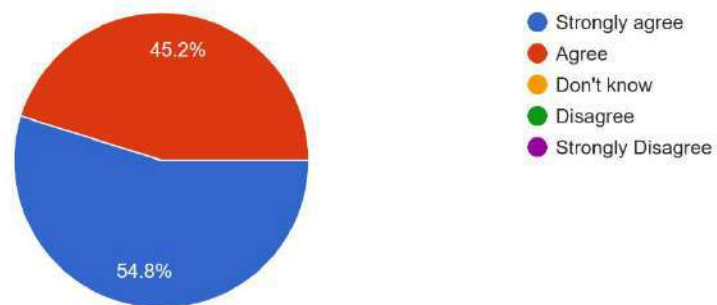
Q3. Teachers get adequate time for conducting classes smoothly.

31 responses



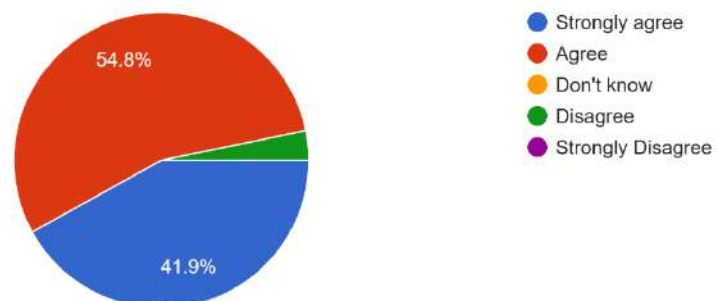
Q4. Innovative teaching methods can improve students' quality of understanding.

31 responses



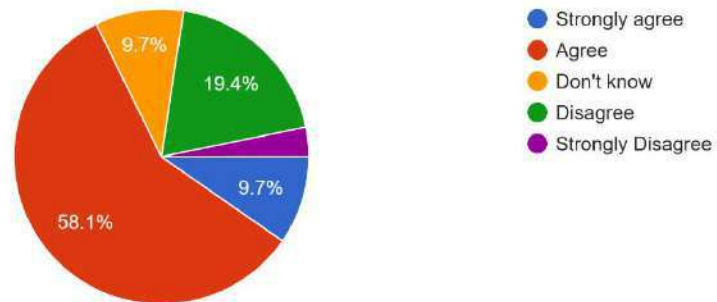
Q5. Remedial/Extra classes needed and also conducted for the betterment of the students.

31 responses



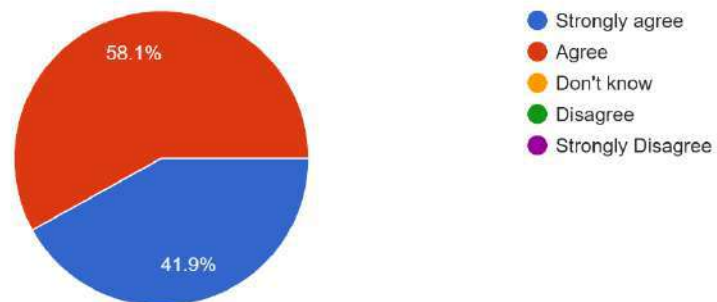
Q6. Examination duties do not impact classroom responsibilities.

31 responses



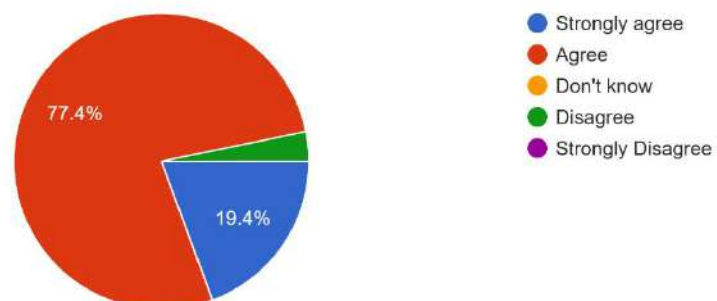
Q7. Departmental meetings are conducted on a regular basis to manage academic responsibilities smoothly.

31 responses



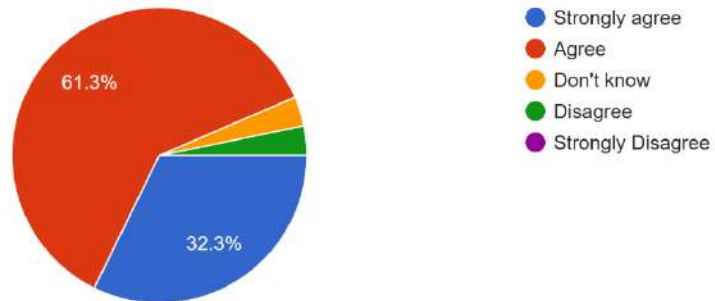
Q8. Academic responsibilities shared uniformly within teachers in the department.

31 responses



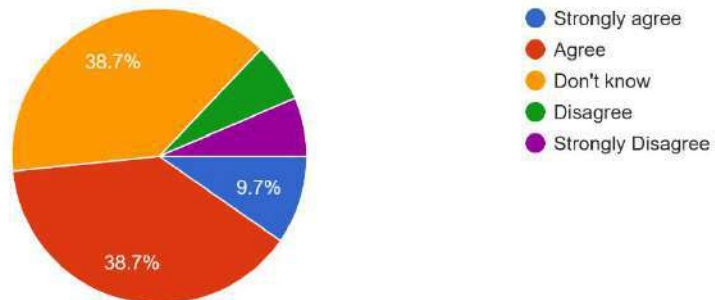
Q9. College allowed teachers to participate in the teacher and teaching related development programme.

31 responses



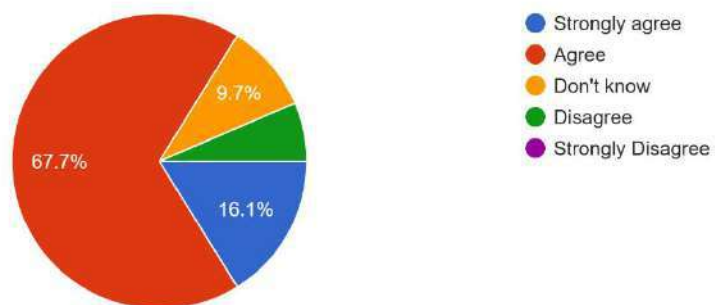
Q10. College has taken some welfare schemes for teachers and non-teaching staffs'.

31 responses



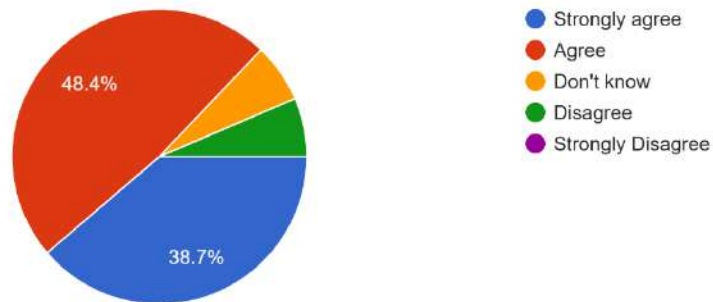
Q11. College conducts sanitisation on a regular basis.

31 responses



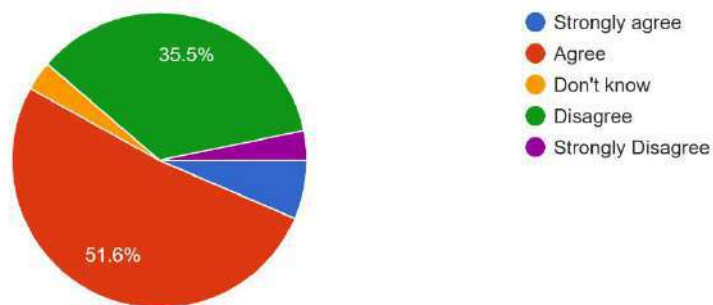
Q12. Cleanliness and a healthy environment sustain the mental well being of the teachers.

31 responses



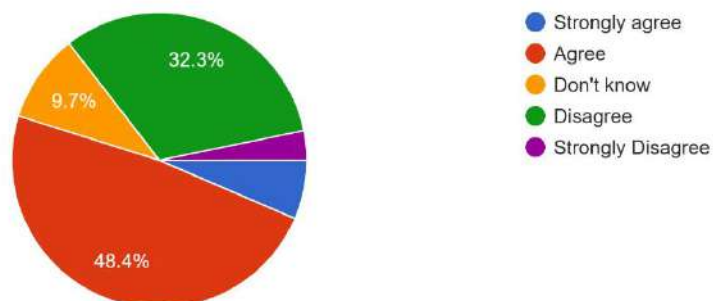
Q13. Infrastructure of the college is suitable enough for conducting any kind of academic activities.

31 responses



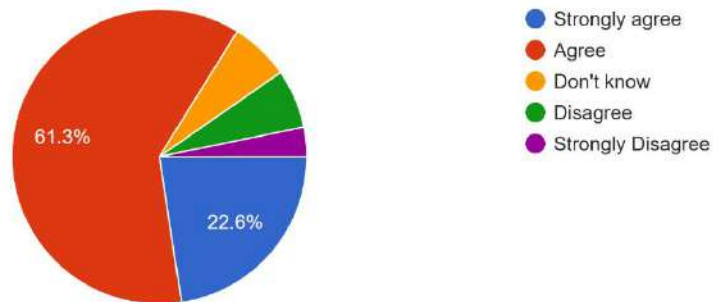
Q14. Classroom has adequate facilities for conducting ICT classes.

31 responses



Q15. Library has adequate books facilities for all departments.

31 responses



*Any suggestions:

- ✓ Improvement in infrastructure and library upgradation required.
- ✓ Cleanliness and adequate fan required in classrooms and staffroom.
- ✓ Overall structural modification needed
- ✓ Infrastructure can be improved, which will benefit both teachers and students.
- ✓ A regular and fast maintainance is important...and at least a water cooler is necessary for both students and all staffs.
- ✓ Teachers having works other than teaching find it very difficult to take all the allotted classes regularly. More priority has to be given on teaching, learning & evaluation for the sake of students.
- ✓ There is still scope for improvement in some of the areas.
- ✓ Please arrange a rest room for pregnant or any kind of sickness of teachers which I feel throughout my pregnancy journey, if possible.
- ✓ Infrastructure should be better

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38, Shakespeare Sarani, Kolkata 700017

Institution obtains feedback on the syllabus and its transaction from the following stakeholder:

1. Employers

Feedback Analysis and Action Taken Report

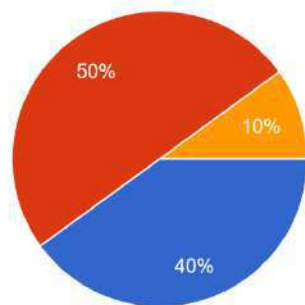
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Employers Feedback

10 responses were collected from the employers.

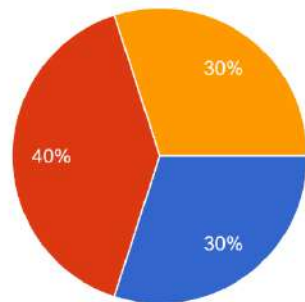
1. Satisfaction with performance

10 responses



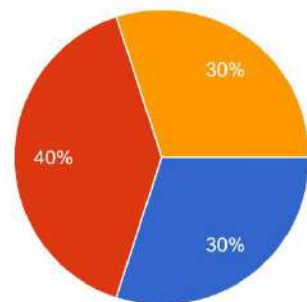
2. Openness to learning new skills/Enthusiastic in learning new skills

10 responses



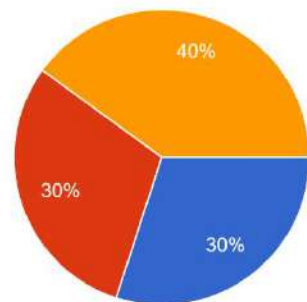
3. Subject/Domain knowledge

10 responses



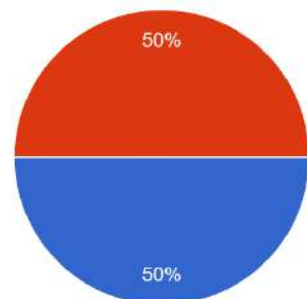
4. Punctuality/Discipline

10 responses



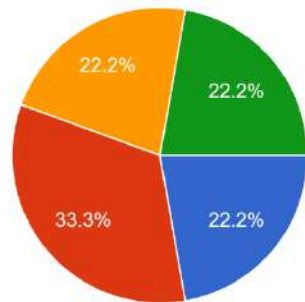
5. Overall relationship with peers/seniors/juniors

10 responses



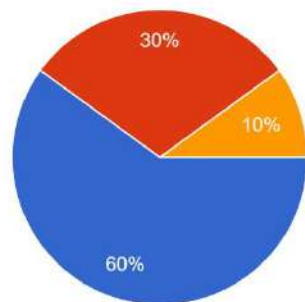
6. Problem solving skills

9 responses



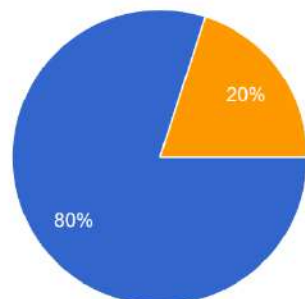
7. Commitment and sincerity towards work

10 responses



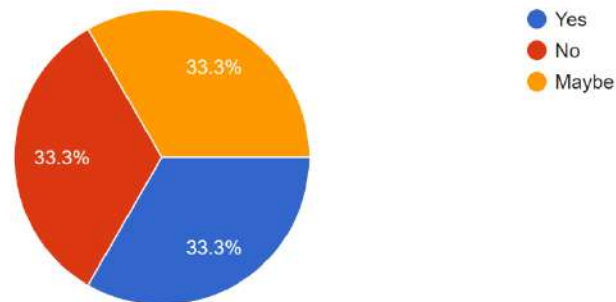
8. Would you like to recruit more students of Rani Birla Girls' College

10 responses



9. Does the UG course completed by her needs any upgradation

6 responses



10. If Yes, please specify

3 responses

- ✓ Yes it is mandatory to fulfil the eligibility
- ✓ NA
- ✓ M.A, Ph.D

Any other suggestions or remarks which can help us to improve

5 responses

- ✓ Develop ideas or concepts with growing about current corporate market orientation.
- ✓ Fashion season are time bound. So, I believe we should train the students regarding execution of style in a set time frame. Time management execution & other management related fields should be there in their curriculum.
- ✓ Need more practical oriented activity so that the students can learn the work a bit prior joining any job.
- ✓ No remarks

Relevant documents provided for the claim.

- 1. Minutes of the Infrastructure Sub Committee**
- 2. Minutes of the IQAC**
- 3. Minutes of the Academic Sub Committee**
- 4. Minutes of the Library**

Minutes of the Infrastructure Sub Committee

RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani, Kol-17

FLOOR MANAGEMENT PLAN
SESSION 2023-2024(JULY -DEC)

FLOOR	ROOM NO	DEPT	NTS	STUDENT (CR)	WORK
GROUND	101,102,103, 104,108 ANEX II,201, 211, student common room, canteen area, Principal'S passage,Office passage, Auditorium, washroom	GEOGRAPHY EDUCATION CMEV ECONOMIC ENGLISH (ALL TEACHERS OF THE DEPT.)	Narayan jati, Sanjeev roy, Vinod Tiwari	SEM 1 SEM3 SEM 5 ALL DEPT.	Floor cleaning. Dusting White board cleaning (CR) Lights and fan maintenance and any other repair work. Proper setting of pairs of high and low benches in classroom.
FIRST	207,208,209,311 Staffroom, Library, Zonal, Bfad	HINDI HISTORY BFAD (ALL TEACHERS OF THE DEPT.)	Babar Ali, Subrata Chakraborty, Antarjami Das.	DO	DO
SECOND	302,303,306,307,308, 309, 402,BFAD	JORA, POLITICAL SCIENCE SOCIOLOGY ENGLISH PHILOSOPHY (ALL TEACHERS OF THE DEPT.)	Minati Balmiki Narayan Jati Babar Ali	DO	DO

Note:

1. CR will see the requirement of maintenance and cleanliness in each floor. The Department teachers will supervise.
2. At the end of every month Google form will be circulated and filled up by the teachers and the CRs so that the requisition for repair can be prepared and other maintenance can be done.

[Signature]
 18/11/23
 Convenors
 Infrastructure Sub-committee

[Signature]
 Principal



Minutes of the meeting of the Infrastructure Subcommittee held on 15/12/23

The meeting was chaired by the Principal Dr. Srabanti Bhattacharya. The Principal asked the convenors to do the same.

Item 1- Plan of Action 2023-2024 (JAN-JUNE) was placed. In this regard:-

Business Arising: The Principal reported that the College has approached WBSIDC for funds under three heads such as -

- Automation of Library
- Soil Lab for Geography
- BFAD lab

An amount of Rs. 27 Lacs got the Administrative approval before the Pujas but was put on hold due to some Administrative technical formalities such as the College is to submit a PPT Presentation on the proposal submitted to the Department for the augmentation of the following:-

1. Administrative Office Repair
2. Principal's Office & Auditorium renovation
3. Renovation and Upgradation of Students Common room.

The Principal asked the committee to prepare a PPT. The convenors took the responsibility to prepare the same and to submit it on the stipulated date.

Item 2- The issue of Cleanliness & Hygiene of the teachers staffroom toilet was raised. In this regard the Principal suggested that the Library toilet can be used by male staff after remodeling such as installation of the Urinals and Wash basin. It was also suggested that the partition can also be removed. Further, the Principal also suggested that a tender should be floated for setting up of the Library toilet. In addition, PG suggested for the repairing of the Urinal in the Staffroom toilet. The Principal suggested that a commode can be installed in the students toilet adjacent to the canteen and a new additional toilet to be set beside the canteen. The Repair and remodeling of the non-teaching staffs toilet beside the college office was to be considered urgent. The Principal asked the convenors to prepare a draft for tender and to coordinate with the convenor of the Tender and Purchase Committee for the same.

The list of repair and remodeling of the toilets are as follows:-

- The repair and remodeling of the staff toilet beside the college office.
- Toilet in the ground floor- 1 new and 1 to be repaired.

Change page

- **Repairing of toilets inside the teacher's staffroom**

The Convenors took the responsibility of drafting the same.

Item 3 – AD and MD reported on the garbage dumping from Bhasa Parishad. They reported that they have spoken to the concerned authority and it has been resolved.

Item 4- The shifting of the Dept. of Political Science from room 308 to 302 after cleaning and repairing to be discussed in the next meeting.

Item 5 – Treatment for Pest Control: The Principal suggested to look out for a new Pest control company which provides modern method for the same. AS & SMR were assigned to find out the company details. The Dept. of Education has also requested for a pest control as the cupboards were filled with silver fishes. The Principal in this regard suggested for an advance pest control service. The list of rooms with cupboards where pest control is required is to be prepared by SMR & SRC.

Item 6- In continuation to the previous meeting dated 30/09/23 regarding the repairing of the AC's in the college, AS is to collect quotation for the repairing of the 2 ton AC of the CMEV room before summer sets in.

Item 7- The Principal reported that the furniture repairing work is completed and that the committee is to find out more about the remaining furnitures that needs repairing. She also suggested for the supervision of the coding of the furnitures as well as an asset list to be prepared before NAAC.

Item 8- As reported by PT & AD in the previous meeting pertaining to the shifting of benches from 208 to 209 which has caused inconvenience in taking classes, hence, this issue was to be resolved properly and arrangements to be made according to the requirements. PT & AD was to look into this matter.

Item 9- AD, AS & SRC were asked to look into the repairing and servicing of CMEV TV, Audi TV College office and Common room TV so as to make it more functional.

Item 10- The allotment status of the almirahs in the Zonal was not clear, hence, AD with Babar Ali was to check and report the status of the same.

Item 11- The Principal reported that the Water Cooler will be installed before the summer 2024.

Item 12- The Principal reported that the existing lockers were not adequate enough for allotment to all the teachers, hence, a new additional locker is to be purchased. AP, SM, AS, MD are to prepare the list of teachers and committees with / without the lockers and submit the same to the convenors.



Miscellaneous:

The Principal reported that the non-teaching staff has requested for a separate room to change their uniforms. It was unanimously decided that due to unavailability of the rooms their request cannot be granted at present.

PLAN OF ACTION 2023-2024 (JAN-JUNE)

1. Pending works to be completed in this duration.
 - a. Repairing of the pending furnitures
 - b. Listing of the Asset
 - c. Coding

2. Almira distribution after finding out the status.
 - a. ECO – Wooden almira outside 307
 - b. Almira distribution list.
 - c. Wooden Almira 209 to be repaired.
 - d. Rotten Almira in 308 to be disposed.
 - e. The keys to the Exam room (208) to be handed over to the OICs and the duplicate keys are to be made for the same.

3. The List for Light and Fan servicing was placed to Principal on 28/11/23 by the convenors after discussion the Principal asked Mr. Babar Ali to collect the quotation for the same and the work is to be done during the winter recess.

S. Bhattacharya

Prub
18/5/24

PLAN OF ACTION 2023-2024 (JAN-JUNE)

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 - a. Repairing of the pending furnitures
 - b. Listing of the Asset
 - c. Coding

2. Almirah distribution after finding out the status.
 - a. ECO – Wooden almirah outside 307
 - b. Almirah distribution list.
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S. Bhattacharya

OPub
18/5/24

RANI BIRLA GIRLS' COLLEGE
INFRASTRUCTURE SUB-COMMITTEE

PLAN OF ACTION

SESSION - 2023-2024

(Plan Duration: July 2023- December 2023)

Sl.no.	Action Description	Assigned Duties
1	To find out about the waste disposal from Bhasa Parishad. Draft a letter and submit wherever applicable.	AD & MD
2	To check the status of all the allotted lockers and prepare new requirements for the teachers who doesn't have a locker. To Prepare a list of the lockers of the sub-committees.	PT, SMR & Babar Ali AP, MD
3	To prepare a list of rooms for pest control drive. Google forms to be created for collection of the same.	SMR
4	Quotation to be collected for AC installation in the CMEV & BFAD Labs.	AS & SMR
5	To Fix the AC Exit Pipe of Room no. 108 & JORA Dept.	TKR
6	To Fix the Whiteboards of Room no. 210 & 211(Annex II).	AS & Babar Ali
7	To Order new Whiteboards - 108	SMR
8	Stairs of Annex -II to be repaired and painted	Principal Maam
9	To find out the total number of existing High & Low benches of rooms 207 & 208. To Place the requirements accordingly.	PT & AD
10	To Prepare a Final list of the furnitures in the college to be given for repairing.	PG, NS, Babar Ali & Narayan Jati
11	To Find out the status of all existing TV's in the college and repairing of the same. Disposal of almirah from the auditorium.	AS, AD, SRC & Babar Ali

Opus
15/10/23

N. S. Khan
10/10/23

12	To collect Feedbacks from all the male teachers For the relocation of the washroom to the ground floor.	AD & SRC
13	To purchase the remaining 8 Fire extinguishers.	TKR, A. Sircar & SRC
14	Repairing of vending machines.	PG & NS
15	Ply change of wooden almirah & Replacement of the steel almirah if required of Political Science Dept.	AP, Babar Ali & Narayan Jati
16	To make a list of the existing almirah's of all the Departments. Details of the same to be collected in the Google form from the HOD's.	SMR
17	To manage and supervise the zonal almirah's	AD & Babar Ali
18	To prepare a Floor Management Chart	PG & NS

Allotment of Almirahs:-

- Wooden Almirah (302) to be given to the Dept. of Economics
- Terrace Almirah to be given to the Dept. of Education and Sports Sub-committee.

Qutub *N. Sultan*
10/10/23 10/10/23

Convenors

Infra-structure Sub-committee

Minutes of the IQAC

REPORT ON IQAC ACTIVITIES FROM 22/08/2019 TO APRIL, 2021

SESSION: 2019-20

MEETINGS

The IQAC has conducted two meetings in this period. The first meeting was held on 27/09/2020. The minutes of this meeting was confirmed in the second meeting held on 18/01/2020. The meetings of the second meeting will be confirmed in the next meeting.

In the IQAC meeting dated 18/01/2020 it was resolved that the Internal members of the IQAC can hold meetings to discuss the logistics of various programmes organized by the cell. Three such meetings were held between 21/01/2020 to June 2020. Out of these, two were held physically in college (21/01/2020 and 03/03/2020) and one (19/06/2020) was held online. The minutes of meeting held on 21/01/2020 is confirmed, for the rest the minutes are ready and will be confirmed in the next meeting.

ACTIVITIES

The IQAC has conducted the following activities in this period

1. Medical checkup and health counselling by Dr. S.R Chowdhury on 11/12/2019 and 13/03/2020
2. Participation in NIRF 2020 of Ministry of Human Resource Development. ✓
3. Initiation of add-on course on 'Yoga and Physical Wellness'
4. Initiation of add-on course on 'Fashion Accessories Designing' ✓
5. Submission of AQAR 17-18, and partial compilation of data for AQAR 18-19 (members of IQAC could not submit their relevant portions due to closure of college from 16.03.20)
6. One-day Yoga camp held on 11/02/2020 ✓
7. Establishing functional linkage with Bankim Sardar College, recognized as a College with Potential for Excellence(CEP) by UGC for a period of 5 years for different quality initiatives like student's seminar, curriculum workshop, faculty exchange, etc. ✓
8. National Level Webinar on 'NAAC Assessment and Accreditation for Affiliated Colleges- Revised Accreditation Framework' held on 30/06/20. ✓
9. Collection of Feedback for the session 19-20 from Alumni (present in IQAC mail drive)
10. Collection of Feedback for the session 19-20 from Parents (present in IQAC mail drive)
11. Collection of Feedback for the session 19-20 from Students (present in IQAC mail drive)

321

12. Proposal for a new College website in accordance with NAAC guidelines was approved in the meeting dated 27/09/2020. Subsequently the college went through the process of Finance Sub-committee meeting and a tender was floated for the same. After a process of re-tendering the lowest bidding vendor was selected in end February/early March (I do not remember the date). As advised by the principal the IQAC internal members met the vendor in early March, to discuss the basic layout of the website and to understand the required data. In accordance to the discussion the members were allotted different sections of data collection. The members submitted their respective portions to me, and I have collated the same and it is absolutely ready. As per my knowledge, the official process of issuing a work order for the same could not be due to closure of college.

I want to bring this to **notice that this is extremely important in the light of new NAAC guidelines and must be taken up at the earliest.**

13. Conducting one CAS Committee meeting and processing promotion papers of four incumbents, Dr. Samarpita Gosh Ray, Dr. Pushpa Tiwary, Ms. Preeti Ghatani and Dr. Sanjukta Mitra for whom the college had already received the names of subject experts and DPI nominee. However, the CAS meeting could not be held as the Head of the University departments had changed. Since it is mandatory that the subject expert must be the HoD of the university department, Principal was requested to ask for new names of subject experts from Calcutta University.

The CAS committee also prepared and approved a 'Standardised Format' for collection of data for CAS from the College office and the incumbent.

The committee was forwarded two letters from Ms. Kalpana Biswas and Mr. Mantoo Das by the Principal regarding their promotion to Stage II. In this regard the college office and the incumbents were provided with the 'Standardised Format' for collection of data required to process the promotion file in November 2019. The college office has submitted the available relevant documents to the Committee, but the CAS committee has not received any correspondence from the incumbents till date.

Four other activities were scheduled in March 2020

1. Workshop on Menstrual Hygiene by Indian Public Health Association (IPHA) in collaboration with Social Service Subcommittee- 18/03/2020
2. Basic Life Saving course for staff member - 19/03/2020

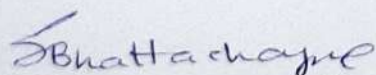
3. Parent –Teacher interaction – 20/03/2020
4. Workshop on 'New Modalities of NAAC Assessment' -25/03/2020
5. Blood donation camp- April (date not decided)

These could not be held due to closure of college from 16/03/2020. The NAAC workshop was later held on a larger National scale on 30/06/2020 (as reported above). The Parent –Teacher interaction was also replaced by on-line collection of Parents feedback in June 2020.

SESSION: 2020-21

The session is still in progress. As the college is closed due to the Covid pandemic very few activities could be organized. The work done includes:

1. Collection and uploading of complete data for AQAR 2018-19 in the NAAC website (final submission subject to approval of TIC)
2. Collection of Self -Assessment of Teachers for the session 2019-20.
3. Online Internal Workshop on Annual Self-Assessment and CAS Requirements
4. CAS Screening of Dr. Samarpita Ghosh Ray, Dr. Priti Ghatani, Dr. Pushpa Tiwary and Dr. Sanjukta Mitra



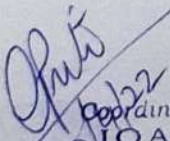
DR. SRABANTI BHATTACHARYA
Coordinator, Internal Quality Assurance Cell
Rani Birla Girls' College

Report and minutes of Internal IQAC meeting held on 7/10/21 and 23/03/22

First IQAC internal meeting was held on 7/10/21 in TIC'S Room. The agendum of the meeting was to (decide on the Coordinator of IQAC and methods of functioning/ delegation of responsibilities. All members unamiously decided and proposed Dr. Priti Ghatani, Asst professor in the Dept. of political science to take the responsibility of IQAC coordinator and Dr. Ghatani agreed to take the responsibility. Dr.Nandita Choudhari proposed to include all the teaching and non-teaching members to include in the process of collection of data for the assessment and formed sub committees under IQAC.

Second IQAC INTERNAL meeting was held on 23/03/22 in TIC'S Room. The agenda of the meeting was to discuss on the AQAR backlog for two sessions 2019-2020 and 2020-2021 and to decide on the assessment NAAC / PAC. The reason for backlog was discussed as the AQAR 2018-2019 was not submitted on time. It was decided to upload AQAR for both the session by 15th may 22.

Regarding assessment NAAC/PAC TIC was requested to seek advice from Dr T. K. Ghara Nodel officer NAAC.


Coordinator
IQAC
Rani Birla Girls' College
38, Shakespeare Sarani
Kolkata-700 017

ANNEXURE 6

ANNEXURE 6

Achievements made in respect to Plan of Action Taken 2022 -23:

<ul style="list-style-type: none"> Submission of AQAR 2021 – 22 	<ul style="list-style-type: none"> AQAR 2021 – 22 was submitted successfully to NAAC HEI portal on 26.05.2023.
<ul style="list-style-type: none"> Participation in NIRF and AISHE 	<ul style="list-style-type: none"> College successfully participated in NIRF 2023 and AISHE 2022 – 23. Both the reports were uploaded in the college website also under the submenu NIRF and AISHE
<ul style="list-style-type: none"> Internal Audit of College Accounts 2021 - 22 	<ul style="list-style-type: none"> The Internal Audit for the year 2021 – 22 has been completed successfully and report submitted to the college by Chartered Accountant firm H.B Associates.
<ul style="list-style-type: none"> Academic Linkages & MOUs 	<ul style="list-style-type: none"> In this session, Rani Birla Girls' College has done one academic linkage with Netaji Nagar Day College, Kolkata and two MOUs with Tell Me Your Story and Foundation of Unified Youths of Gayeshpur.
<ul style="list-style-type: none"> Renewal of Annual Membership of British Council Library, Kolkata 	<ul style="list-style-type: none"> Central Library of Rani Birla Girls' College has successfully renewed the Institutional Membership with British Council Library Division, Kolkata for the session 2022 – 23.
<ul style="list-style-type: none"> Renewal of Student Health Home Membership 	<ul style="list-style-type: none"> Rani Birla Girls' College has successfully renewed the Annual membership with Student Health Home, Kolkata Centre for the free and subsidised medical facilities for students of the college.
<ul style="list-style-type: none"> Formation of Non - Statutory Committee 	<ul style="list-style-type: none"> In this session, the college has formed eleven (11) non-statutory committees under Teachers' Council – they are – Research and Seminar Committee, Publication Sub – Committee, Website management Sub - Committee, Alumni Revival Sub - Committee, Waste Management Sub - Committee, PF Sub - Committee, Leave and Service Book Sub – committee, Student Advisory Sub – Committee, IT Infrastructure Sub – Committee, Sports Sub – Committee, Infrastructure Sub – Committee, Social Service Sub – Committee, Time Table Sub – Committee, Canteen Sub Committee.
<ul style="list-style-type: none"> Revised configuration of Statutory Committees and Cells 	<ul style="list-style-type: none"> In this session, the college has formed ten (10) Statutory Committees and cells – they are – Finance Committee, Purchase and Tender Committee, Building Committee, Admission Committee, Internal Complaint Committee, Grievance Redressal Cell, Anti Ragging Cell, Career Counselling Cell and Placement Committee, RTI Committee, Mental and Physical Well Being Cell.
<ul style="list-style-type: none"> Formation of Clubs 	<ul style="list-style-type: none"> In this session, the college has formed the Clubs teamed with students and teachers – they are – Nature Club, Literary Club, Debate and Quiz Club, Cine Club, Rythmscape Club
<ul style="list-style-type: none"> Celebration of Commemorative Days 	<ul style="list-style-type: none"> This year, College also celebrated various commemorative days like, 21st February INTERNATIONAL MOTHER'S LANGUAGE DAY, RABINDRA JAYANTI, BASANTA UTSAB, MOUNTAIN DAY, INTERNATIONAL WOMEN'S DAY, WORLD ENVIRONMENT DAY.
<ul style="list-style-type: none"> Departmental Seminars and Workshops 	<ul style="list-style-type: none"> In this session, Department of English, Department of History and Department of Journalism and Mass Communication, Department of Sociology, Department of Hindi conducted academic seminars for the students under enhanced learning system.
<ul style="list-style-type: none"> Introduction of Value Added & Skilled Development Programme 	<ul style="list-style-type: none"> In this session, Department of Fashion and Apparel Design carried out one skilled development programme on fashion accessories.
<ul style="list-style-type: none"> College Excursions 	<ul style="list-style-type: none"> In this session, College conducted various types of excursions and field trips – like, Student Picnic, Staff Picnic, Field trips by Department of Geography, Department of History, Department of Hindi, Department of Fashion and Apparel Design.
<ul style="list-style-type: none"> Planning and Initiation of large-scale upgradation of Campus 	<ul style="list-style-type: none"> We have accomplished many infrastructural upgradation like renovation of ground with seating arrangement, renovation and upgradation of college canteen room, restart of functioning of Canteen, Installation of ICT facilities in four rooms, Redesigning and upgradation of College Dynamic Website, Renewal of AMC for CCTV securities functioning in college campus, increase in number of photocopy centres for student and staff use, upgradation of Girls' Common Room. Campus upgradation work is still in process.

Gushmita Das

**COORDINATOR, IQAC
RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI
KOLKATA - 700 017**

IQAC Plan of action 2023-24:

<p>Revival of Alumni Association and Committee formation for the said purpose.</p>	<ul style="list-style-type: none">• The college Administrator is keen that the above be initiated as soon as possible.• An Alumni Revival Sub-Committee with the following members were proposed by the Principal: Ms. Soha Hossain, Ms. Deblina Talukdar, Ms. Jayita Bose, Dr. Angana Sanyal, Ms. Pampa Chatterjee and Ms. Sushmita Das.• Ms. Soha Hosasin recommended the names of 3 ex-students of Geography department, Vanshika Yadav, Fatima Khan, Husn-E-Ara.• Ms. Pampa Chatterjee suggested the name of Priyanka Sarkar, an ex-student of Department of Education.• Principal will issue a notification in this respect.
<p>Revival of NSS</p>	<ul style="list-style-type: none">• Activities of the NSS after 2010-11 came to a halt.• The Principal proposed the name of Dr. Keya Dutta as new Program Officer of NSS and recommended that she revives NSS once again within next three months. The IQAC coordinator seconded this proposal.• Dr. Keya Dutta reported that she has already done a primary survey and found that whatever is left as balance in the bank savings account (approximately Rs.11,291 as on 08.02.2023), is needed to be submitted back to Calcutta University (along with Bank statement and a letter requesting for a new unit for the college). The C.U. has also asked for an utilization certificate of the fund received for activities already completed by the college unit.
<p>Academic Audit:</p>	<ul style="list-style-type: none">• Principal reported that Academic Audit will be conducted in the month of August 2023.

MOU:	<ul style="list-style-type: none"> The Principal reported the necessity of 21 number of MOUs. She further reported that at the moment there is only one MOU with Netaji Nagar Day College. She proposed that every department, each teacher needs to work toward MOU/Academic Linkage with other colleges, so that we can score 4 marks under Criteria 3.
Departmental Seminars and Invited Lectures:	<ul style="list-style-type: none"> Principal reported that every department must do at least one seminar or workshop.
Departmental Journal/ E Magazine:	<ul style="list-style-type: none"> All Departments are required to publish a Newsletter/ Journal/ E Journal/ E Magazine to enhance college NAAC score – one per Year with at least 30 pages if possible.
Add On and Enrichment Courses:	<ul style="list-style-type: none"> Mrs. Anjali Pramanik proposed the name of Mr. Apalak Das and Siddhartha Sarkar as coordinator of Add On and Enrichment Courses to monitor the progress of all existing courses. The IQAC coordinator seconded this proposal. Earlier Principal had requested Mr. Manab Mandal to be the coordinator but he declined the request.
Maintenance of Stock Registers by departments having practical papers:	<ul style="list-style-type: none"> The department of Geography, B.F.A.D, Journalism, CMEV and the library must update their stock registers by 30th August 2023 and submit a declaration.
Numbering of Furniture:	<ul style="list-style-type: none"> The Principal asked the IQAC coordinator to look into the matter and asked the Infrastructure subcommittee conveners Dr. Priti Ghatani and Ms. Namrata Subba to initiate this task.
Placement Fair:	<ul style="list-style-type: none"> The convener of the Career and Placement Cell, Dr. Sarmila Paul proposed to such organize a program in January 2024. Sufia Jamal, student representative of IQAC was instructed to inform and motivate students about compassing and career counselling programs.

<p>Intra-college Talent Competition:</p>	<ul style="list-style-type: none"> • It was proposed that the Cultural Sub-committee and Rhythmscape Club organize a talent hunt in the month of September 2023. It was also proposed that the Social Service Sub-committee in collaboration with IQAC organize a fete/ carnival.
<p>Intellectual Property Right Workshop:</p>	<ul style="list-style-type: none"> • Intellectual Property Right Workshop (Criteria 3.2.2) has to be organized with ICCR funding if possible.
<p>Research and Development Cell:</p>	<ul style="list-style-type: none"> • It has been recommended by the UGC to create a Research and Development Cell which needs to be uploaded in their portal. The Principal proposed that all Ph.D holders along with a professor at the university level (as suggested by the Administrator) be a part of the formation of such cell. • Principal suggested that the composition of the cell should have internal members and advisory members and such should be reported to the IQAC coordinator by 18th July 2023. • Dr, Sarmila Paul recommended that similar composition of formation of board/ Advisory committee should also be made for college journals.
<p>Book Fair:</p>	<ul style="list-style-type: none"> • The librarian proposed that Book Fair could be organized through MOU with at least three other colleges. This will help to increase footfall yet reduce expenditure involved.
<p>E-Waste Disposal:</p>	<ul style="list-style-type: none"> • Principal reported that E Waste disposal is to be done through government approved companies like 'Huladeck'. Principal asked the IT Infrastructure Sub-committee to make a list of e-waste and proceed accordingly to get a certificate.
<p>Administrative Training Series:</p>	<ul style="list-style-type: none"> • Microsoft Training • E Tendering • PF Training (to done by PF sub-committee) • Leave Rules • CAS training • Green Audit

	<ul style="list-style-type: none">• Orientation Program for SEM 1 students on New Curriculum and Credit Framework 2023-24. IQAC coordinator with NAAC Steering Committee is to plan and execute this program.• As a part of Best Practices, programs can be organized keeping in mind physical and mental wellbeing of the students. Principal suggested that an insurance scheme (Nation Insurance) be implemented for the students.
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Sushmita Das
Coordinator, IQAC

COORDINATOR, IQAC
RANI BIRLA GIRLS' COLLEGE
98, SHAKESPEARE SARANI
KOLKATA - 700 017.

**Minutes of the Academic Sub
Committee**



PHONE : 2287-5509 / 2283-5797

RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani
Kolkata - 700 017

GOVT. AIDED NAAC ACCREDITED

NOTICE

14/02/2023

ACADEMIC SUB-COMMITTEE

A meeting of the Academic Sub-Committee will be held on 22nd February, 2023 at 11.00 a.m. in the Principal's Office. All members are requested to attend the meeting.

Agenda:

1. Commencement of classes of Semester 4 and 6 for the Academic Session 2022-23.
2. Discussion on improvement of students attendance from the upcoming semesters.
3. Discussion on modality and preparation of an Academic Audit to be conducted as a part of the NAAC accreditation process.
4. Miscellaneous.

Dr. Srabanti Bhattacharya

Principal

Members present in Academic Sub-Comm.
Meeting dated 22/2/23 at 11 am.

1. ~~Son~~attacharya 22/2/23
2. Anjali Pramanick. 22/02/23
3. Pushpa Tiwary 22.02.23
4. Kalpana Biswas 22/2/23
5. Sunanda Mitra Roy 22/2/23
6. M. Rahman 22/02/23
7. Debarshi Bhattacharyya 22/02/23 for Trina Bhattacharya
8. Sushmita Das 22/2/23
9. Debarchana Dutta 22/02/23 for Manab Mandal.
10. Nandita Chandmoni for Siddhartha Sarkar, HOD, Education
11. For HOD Dr. Keya Dutta Apalak Das 22/02/23
- 12.

**MINUTES OF THE MEETING OF THE ACADEMIC SUB COMMITTEE OF RANI
BIRLA GIRLS' COLLEGE HELD ON 22.02.2023 IN THE PRINCIPAL'S OFFICE**

Members Present:-

1. Dr. Srabanti Bhattacharya : Chairperson
2. Ms. Anjali Pramanick : Member
3. Ms. Sushmita Das : Member
4. Dr. Pushpa Tiwary : Member
5. Ms. Kalpana Biswas : Member
6. Dr. Nandita Chaudhuri
(For Mr. Siddhartha Sarkar) : Invited Member
7. Dr. Apalak Das
(For Dr. Keya Dutta) : Invited Member
8. Mr. Maniruzzaha Rahman : Member
9. Dr. Sunanda Mitra Roy : Member
10. Ms. Debarchana Dutta
(For Mr. Manab Mandal) : Invited Member
11. Mr. Debarshi Bhattacharya
(For Ms. Trina Bhattacharya) : Invited Member

The meeting was convened & conducted by the Principal, Dr. Srabanti Bhattacharya.

At the very outset to nominate a Convenor out of the members of the Academic-Sub Committee Principal proposed the name of Anjali Pramanick, Associate Professor, Dept. Of Pol.Sc to serve as the Convenor of the said committee. The proposal was seconded by Ms. Sushmita Das, Associate Professor, Dept of English, and Dr. Pushpa Tiwary, Assistant Professor, Dept of Hindi. Mrs. Pramanick accepted the convenorship with thanks to Principal madam and all other members of the committee.

Item 1:-

- The committee unanimously resolved to commence sem VI classes for the Academic Session 2022-23 from 27th Feb 2023 (Monday) as the admission into the said semester was scheduled to be completed within 23rd Feb, 2023. The Principal proposed not to allow those students who have not taken their admission within the stipulated period to attend classes. The Committee members unanimously agreed to this proposal.
- The date of admission to Sem IV, B.A/B.Sc. Hons./General/Major and B.FAD (Hons) for the session 2022-23 was resolved to start from 27th Feb to 10th March 2023
- The commencement of Sem IV classes for the session 2022-23 was scheduled to start on and from 13th March (Monday) 2023

- The admission to Sem II B.A/B.Sc Hons and General/Major/B.FAD (Hons) for the session 2022-23 was resolved to start from 20th March-30th March 2023
- The commencement of sem II classes was scheduled to start on and from 31st March 2023
- In respect of the attendance register for the Hons students of the even semesters the Principal recommended for getting it ready by the respective departments on the eve of the commencement of the classes on the basis of the list of the admitted students to be provided by the Principal's office after the admission process of the concerned semester being completed and the attendance register for the general students to be prepared by the office

Furthermore it was suggested to use a single attendance register for each academic session for maintaining an easy record of one academic year.

The Committee agreed to both the proposals

Item 2:-

- To improve the percentage of attendance of the students from the upcoming semester and to make aware the guardians of its importance the committee resolved to take the following measures:
 - a) On the eve of the session each department will provide their students a format prepared in reference with relevant extract of the CU Notification No. CSR/3/2018 & CSR/4/2018 dt.7/5/2018 under CBCS in respect of attendance intended to be signed by the guardians and kept as a record by each department. Principal assigned the task of preparing the said format to Dr. Nandita Chaudhuri, Associate Professor, Dept. Of Education and Ms. Sushmita Das, Associate Professor, Dept of English and it was unanimously supported by the committee.
 - b) In the midst of each semester percentage of attendance of all the students is to be calculated by the respective departments and the students with less than 60 percent attendance will be intimated of their status and warned for the recovery. Parent-Teacher Meeting might be conducted to this end.

Item 3:-

On modalities and preparation of Academic Audit as a part of the NAAC Accreditation process the committee recommended as follows :-

- a) All the departments will keep their records ready by 30th May 2023 since the Academic Session 2016-17
The departmental records must include information relating to i) Departmental routine ii) syllabus distribution iii) program outcome/course outcome iv) question papers v) results register vi) notices of the departmental meeting with minutes vii) bluebook viii) stock register (for lab based department). Seminar & Library

b) The total arrangement is to be completed within 30th May 2023

Item placed on the table

Item 4:-

As a part of the NAAC Accreditation process the committee suggested for introducing students mentoring scheme from the academic session 2023-24

The committee resolved to materialise the scheme in the following manner

- a) The faculties of each department will act as the mentor of the students of each semester in equal proportion
The list of Mentor-Mentee be uploaded in the college website
- b) Dr. K.K. Jana, Assistant Professor, Dept of Philosophy and Mr. M. Rahman, Assistant Professor in Economics will take the mentorship of B.A/B.Sc General students of each semester in equal proportion
- c) The provision of joint mentorship be allowed if the situation arises
- d) Mentor-Mentee list to be submitted to the Principal by 10th March 2023

Item 5:-

The committee unanimously resolved to dissolve sem I classes on and from 23rd Feb 2023 on account of CU Exam of B.A/B.Sc/BFAD semester I Hons/Genera/Major Exam, 2022 under CBCS

There being no other matter to discuss the meeting ended with thanks to the Chair

Read & Confirmed

Srabanti Bhattacharya

Dr. Srabanti Bhattacharya

Chairperson

Sanika
11/05/2023



Date: 04/05/2023

Notice

(Academic Sub-committee)

A meeting of the Academic Sub-committee will be held on **11/05/2023 (Thursday)** at **11:00 A.M.** in the Principal's office to transact the following agenda. All the members are requested to attend the meeting.

Agenda:

1. Confirmation of the proceedings of the meeting dated 22/02/2023.
2. Confirmation of the proceedings of the emergent meeting dated 03/03/2023.
3. Discussion on the progression and completion of the syllabus of the even semesters.
4. Miscellaneous

Anjali Pramanick

**(Anjali Pramanick)
Convener**

S. Bhattacharya

**(Dr. Srabanti Bhattacharya)
Principal**

**Principal
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
Kolkata - 700 017**

MINUTES OF THE MEETING OF THE ACADEMIC SUB-COMMITTEE OF RANI
BIRLA GIRLS' COLLEGE HELD ON 11/05/2023 IN THE PRINCIPAL'S ROOM

Members Present:-

1. Dr. Srabanti Bhattacharya	: Principal (ChairPerson)
2. Ms. Anjali Pramanick	: Convener
3. Ms. Sushmita Das	: Member
4. Ms. Pampa Chatterjee	: Member
5. Dr. Samarpita Ghosh Ray	: Member
6. Dr. Pushpa Tiwary	: Member
7. Ms. Kalpana Biswas	: Member
8. Dr. Keya Dutta	: Member
9. Dr. Kanak Kumar Jana	: Member
10. Mr. Manab Mandal	: Member
11. Mr. Maniruzzaha Rahaman	: Member
12. Mr. Siddhartha Sarkar	: Member
13. Dr. Sunanda Mitra Roy	: Member
14. Dr. Angana Sanyal	: Member
15. Ms. Trina Bhattacharya	: Member

The meeting was chaired by the Principal.

Item A –

At the very outset proceedings of the meeting dt. 22/02/23 were read and confirmed with the following business arising:

- i) it was reported that the commencement of sem IV classes was on 14th March 2023, instead of 13th March as the discretionary holiday on 13th March was declared on the occasion of post celebration of Basant Utsav held on 11th March 2023
- ii) it was reported that the Attendance Register of the general students of even semesters were not prepared by the office before the commencement of the classes due to some inconveniences and was resolved to get the task done from the upcoming semesters by the office
- iii) it was reported that the format prepared by Dr. N Chaudhuri, Associate prof., Dept of Education and Ms. Sushmita Das, Associate prof., Dept of English in reference with the relevant extract of the CU Notification in respect of attendance was received by some department like JORA, BFAD & CMEV a bit later causing delay in distributing the same to the students accordingly. The Principal requested the TCS to follow it up till the distribution of the format to the departments from the next sessions
- iv) it was reported that Parent-Teacher meeting was scheduled to be held on 13th May, 2023 for sem II & sem IV classes
- v) On review of the status of preparedness of Academic Audit of all the departments which was scheduled to be completed within 31st May 2023, all the departments

voiced their inability to complete the task within the said period. On request of all the members of the committee, the Principal extended the period upto 31st July, 2023.

Item B -

Proceedings of the emergent meeting dt. 03/03/23 were read and confirmed.

But the resolutions could not be put into effect as the Admission Rules for UG Courses (under CBCS), for Academic Session 2023-24 got changed to Admission Regulations for Semester wise 4-year B.A./B.Sc.(Hons & Hons with research) course of studies (under Curriculum & Credit Framework, 2022) & Admission Regulations for Semester wise 3-year B.A./B.Sc.(Multi Disciplinary Courses of Studies under Curriculum and Credit Framework, 2022) published on 23/06/23.

An emergent joint meeting of Academic Sub-Committee & Online Admission Committee was convened by the Principal on 24/06/23 to discuss & resolve various admission related issues for the implementation of the said admission regulations under CCF & all the proceedings of the meetings were read & confirmed in the online admission committee dt. 11/08/23, the copy of which is kept herewith

Item 1-

On reviewing the status of progression & completion of the syllabus of even semester students within 15th May 2023, the committee came to know that all the departments except philosophy are yet to complete the syllabus of semester IV & semester II in varying proportions. At the same time it was proposed by all for taking additional classes required for the completion of the syllabus by the concerned teachers with the relaxation of "As & when" basis till 31st May, 2023 under the existing timetable

The Principal agreed to the proposal with the aforesaid relaxation along with the option of taking online classes after 31st May, if needed for the completion of syllabus

Item on the Table -

With respect to an unplanned absence of an incumbent under some unavoidable circumstances from attending a meeting convened during recess, it was made clear by the Principal that the incumbent need not apply for casual leave but will have to apply for earn leave if the situation of station leaving arises

There being no other matter to discuss the meeting ended with thanks to the chair.

Anjali Pramanick

Anjali Pramanick
Convener

Read & Confirmed
Bhattacharya
Dr. Srabanti Bhattacharya
Chairperson



83/NOTICE/PRIN/2023

23/06/23

NOTICE

An emergent joint meeting of the On-Line Admission Committee and Academic Subcommittee will be held on 24/06/23 at 12 noon in the Principal's room to discuss the following agenda:

1. To discuss and resolve various admission related issues for implementation of Admission Regulations for Semester wise Four-Year B.A/B.Sc. (Honours & Honours with Research) Courses of Studies (under Curriculum & Credit Framework, 2022) and Admission Regulations for Semester wise Three-Year B.A/B.Sc. (Multidisciplinary Courses of Studies, under Curriculum & Credit Framework, 2022) published on 23/06/23.

All members (or representatives from the department) must compulsorily attend the meeting.

S. Bhattacharya

DR. SRABANTI BHATTACHARYA

PRINCIPAL
RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI
KOLKATA - 700017

Minutes of the meeting held on 24th June 2023 at 12 noon in Principal's room:

All members unanimously discussed the CSR Notification No. CSR/05/2023 for Four-Year B.A./B.Sc./B.FAD (Honours & Honours with Research) Courses and CSR Notification No. CSR/04/2023 Three-Year B.A./B.Sc./B.FAD (Multidisciplinary Courses of Studies) under Curriculum & Credit Framework, 2022 under the University of Calcutta during the Academic Session 2023 -24.

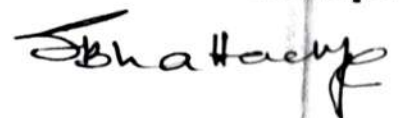
The drafted Seat Matrix, Merit Calculation and Eligibility Criteria for each department are attached in the following pages.

The meeting end with thanks to the chair.

Convener



**Read and Confirmed
Principal**





NOTICE

Academic Sub Committee

Date: 22/09/2023

A meeting of the Academic Sub-Committee will be held On 27/09/2023 (Wednesday) at 2.30p.m in the Principal's Room to transact the following agenda All the members are requested to attend the meeting

AGENDA:

1. Confirmation of the proceedings of the meeting dated 11/05/2023 & 24/6/23
2. Discussion on the admission of Sem I students (under CBCS), 2023
3. Discussion on modalities and conduction of Academic Audit
4. Discussion on status of overall students 'attendance
5. Miscellaneous

Anjali Pramanick

ANJALI PRAMANICK

CONVENOR

Srabanti Bhattacharya
(DR. SRABANTI BHATTACHARYA)

PRINCIPAL

MINUTES OF THE MEETING OF THE ACADEMIC SUB COMMITTEE OF RBGC HELD ON 27/09/2023 IN THE PRINCIPAL'S ROOM

Members Present:-

- | | |
|------------------------------|---------------------------|
| 1. Dr. Srabanti Bhattacharya | : Principal (Chairperson) |
| 2. Ms. Anjali Pramanick | : Convener |
| 3. Ms. Sushmita Das | : Member |
| 4. Ms. Pampa Chatterjee | : Member |
| 5. Dr. Pushpa Tiwary | : Member |
| 6. Ms. Kalpana Biswas | : Member |
| 7. Dr. Keya Dutta | : Member |
| 8. Mr. Manab Mandal | : Member |
| 9. Dr. Sunanda Mitra Roy | : Member |
| 10. Dr. Angana Sanyal | : Member |
| 11. Ms. Trina Bhattacharya | : Member |

The meeting was chaired by the Principal.

Item 1:-

At the very outset the minutes of the meeting dt 11/05/23 were read and confirmed with one business arising-

It was reported that the attendance register for General students was not being prepared by the office before the commencement of new semesters. The Principal ~~admitted the~~ ^{requested} ~~inability of the office due to the lack of manpower there and at the same time~~ ^{the depts to write} recommended the name of Sri Sandip Roy Chowdhury, dept of Fashion & Apparel design for doing the task or to get it done by the dept itself on the basis of the admitted students' list provided by the office. ^{their own names}

The minutes of emergent joint meeting of Online Admission Com. & Academic Sub Committee dt 24/06/23 convened by the Principal vide Notification No. CSR/04/2023 & CSR/05/2023 which were read & confirmed in the Online Admission com. Dt 11/08/23 were referred with the copies attached herewith.

Item 2:-

On discussion of the admission of Sem 1 students under CBCS, 2023, the Principal reported that 16 students from 6 departments like 3 from BFAD, 5 from JORA, 1 from Pol.sc, 1 from History, 3 from English & 3 from BA General are supposed to appear in Sem 1 Exam 2024 for which they need to take their admission afresh. The Principal recommended that a formal notice for taking admission into Sem 1 is to be served before puja vacation. She also recommended to get in touch with them on personal level if possible to keep track of their responses. The Chairperson also suggested to take their online classes at least 3 to 4 for Hons students & 2 classes for General students per week by the departmental teachers following a fixed time table the copy of which be submitted to the Principal & the timetable sub committee as well. The record of taking classes by the concerned teachers be kept in the 'remarks' column of the Attendance register.

All the members consented to these recommendations of the Principal.

Item 3:-

On modalities & conduction of Academic Audit for NAAC purpose Principal informed that she will try to obtain a sample format on the modalities of Academic audit if possible & to share the same to the HODs by 1st week of November for having information of the required documents. But before this all the depts. need to be updated with all sorts of departmental records like blue book, yellow book, departmental meeting notices with minutes, Mentor-Mentee Book, operational book issuing register of the seminar library, result register & stock register for lab based depts. Principal wanted the Convener to report on the status of the depts. in preparing all sorts of academic records. The Convener reported that all the depts. are ready with their records except the result register & yellow book (in case of some dept.) The Principal requested all to get ready with those records as soon as possible & the Convener to follow it up.

It is to be noted here that the Convener shared a Google form to the HODs to know the preparedness of all the depts. & came to know that except Hindi, English & JORA some are yet to complete yellow book & some to make the seminar library functional.

Item 4:-

On status of overall students' attendance the Principal suggested that to reduce the no. of ineligible students for appearing in exam due to low attendance i.e below 60% all the depts. may take the initiative to calculate attendance of the students in the midst of the session under three categories like below 60%, 60% to 74% & 75% & above.

For attainment of required level of percentage, Students having below 60% attendance may be given class assignments, online classes, home assignments and their attendance are to be recorded against each kind of assignment.

The Chairperson also added that the decision of the dept will be considered as final in respect of preparing eligible students list on the basis of the attendance recorded in the students register & the Principal is not supposed to take part in it.

MISC:-

A) Principal requested all the dept to submit the names of CRs of Sem I to Ms. Sushmita Das, IQAC Coordinator before puja vacation.

B) She also requested all the dept to prepare the Mentor Mentee list of Sem I & submit it to Ms. Sushmita Das by 6th October 2023.

As there was no other matter to discuss the meeting ended with thanks to the chair.

Anjali
(ANJALI PRAMANICK)
CONVENER

Read & Confirmed
S. Bhattacharya
28/3/24 (DR. SRABANTI BHATTACHARYA)
CHAIRPERSON



NOTICE

ACADEMIC SUB COMMITTEE

Date: 26/03/2024

A meeting of the Academic Sub Committee will be held on 28th March '24 at 10.30 am in Auditorium to discuss the following agenda. All the committee members are requested to attend the meeting.

All other teaching staff members are also requested to attend the meeting as invited members.

Agenda :

- 1) Confirmation of the minutes of the last meeting. Dt 27.09.2023
- 2) Discussion on Introduction of Continuous Internal Assessment
- 3) Discussion on selection of CVAC Courses for upcoming semester II (CCF) vide Notification No. CSR/40/23, University of Calcutta
- 4) Miscellaneous.

(ANJALI PRAMANICK)

Convenor

(DR. SRABANTI BHATTACHARYA)

Principal

Minutes of the Library



Na _____

PHONE : 2287-5509 / 2283-5797

RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani
Kolkata - 700 017

GOVT. AIDED NAAC ACCREDITED

38/Notice/Prin/2023

22/04/2024

NOTICE

This is to notify all concerned that as per Resolution no. 1 dated 20/04/2023 of the Administrator of Rani Birla Girls' College, the following statutory committees have been reconstituted and approved:

LIBRARY COMMITTEE

1. Principal – Chairperson
2. Librarian - Convenor
3. All Heads of Departments -Member
4. Principal Coordinator SFC -Member
5. IQAC Coordinator- Member
6. Teacher's Council Secretary- Member

ON-LINE ADMISSION COMMITTEE

1. Principal – Chairperson
2. All Heads of Departments -Member
3. Principal Coordinator SFC -Member
4. IQAC Coordinator- Member
5. Teacher's Council Secretary- Member

DR. SRABANTI BHATTACHARYA
PRINCIPAL
RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI
KOLKATA - 700017

(LM-1)

RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI, KOLKATA - 700017

LIBRARY SUB - COMMITTEE

NOTICE no. 91/NOTICE/PRIN/2023

01-07-2023

The first library sub-committee meeting for the session 2023 - 24 is going to held on 7th July 2023 in Principal's room at 10:30am. All members are requested to be present in the meeting to discuss the following agenda:

1. To report about Library Automation
2. To report about Institutional Membership with British Council Library, Kolkata
3. To report about Nlist Programme
4. To discuss on purchasing policy of library collection
5. To discuss on areas of collection development in library for the session 2023 - 24.
6. Miscellaneous

Sanjukta Mitra

Librarian

S. Bhattacharya

Principal

CONVENOR
Library Sub-Committee
Rani Birla Girls' College
38, Shakespeare Sarani
Kolkata-17

PRINCIPAL
RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI
KOLKATA - 700017

CONVENOR
Library Sub-Committee
Rani Birla Girls' College
38, Shakespeare Sarani
Kolkata-17

Date: 7th July 2023

Start

Time: 11:30am. (Rescheduled)

Venue: Principal's Room

Finish Time: 1:10pm.

Members Present :-

1. Dr. Srabanti Bhattacharya, Principal ~~S~~Bhattacharya 7/7/23
2. Sushmita Das, IGAC Co-ordinator (HOD, ENG) - Sushmita Das 7/7/23
3. Pampa Chatterjee, Co-ordinator SFC - Pampa Chatterjee 7/7/23
4. Kalpana Biswas, TCS (HOD GEO) - Kalpana Biswas 7/7/23
5. M. Rahaman, HOD, ECONOMICS - M. Rahaman 07/07/23
6. Siddhartha Sarkar, HOD, EDUCATION - Siddhartha Sarkar 07/07/2023
7. Dr. Sunanda Mitra Roy, HOD, FAD - Sunanda Mitra Roy 7/7/2023
8. Dr. Angana Sanyal, HOD, CMEV - Angana Sanyal 07/07/23
9. Trina Bhattacharyya, HOD, JORA - for AB - 7/7/23
10. Dr. Pushpa Tiwary, HOD, HINDI - Pushpa Tiwary 07.07.2023
11. Dr. Keya Dutta, HOD, HISTORY - (Absent)
12. Dr. Kanak Kumar Jena, HOD, PHILO - Kanak Kumar Jena 07/07/2023
13. Anjali Pramanick, HOD, POL. Sc. - Anjali Pramanick 07/07/23
14. Manab Mandal, HOD, SOCIOLOGY - Manab Mandal 07/07/23
15. Dr. Sanjukta Mitra, Librarian, Convener - Sanjukta Mitra 7/7/23

Minutes of the Library Sub – Committee meeting held on 7th July 2023 at 11:30a.m. in the Principal's room:

(Librarian requested the Principal to chair the meeting and Principal requested the convener, librarian, to start the meeting)

Item 1:

Librarian reported that SOUL software has been newly upgraded and installed to version 3.0 and therefore due to pandemic as computers were crashed the library accession and other automation work need to be done from the beginning. Librarian reported about requirement of change of library software from server based to cloud-based system, hence recommended for installation of KOHA Open Sources Software for the college library with installation of Rs.35000/- approx. and 15000/- approx. as Annual Charges.

Principal Stated that KOHA can be acquired from State Fund, if sanctioned otherwise college will acquire from internal fund.

Librarian also reported that for RFID system of library college has submitted quotation for State Fund along with other applications.

Resolution:

It was unanimously resolved to install KOHA cloud - based software for college library in the session 2023 – 24.

Item 2:

Librarian reported about the renewal of institutional membership with British Council Library Division, Kolkata. Library Cards arrived. These cards can be issued in circulation basis by interested students and teachers for issue of books and videos from BCL.

Principal directed the librarian to put notice regarding the same.

Item 3:

Librarian reported that college has renewed subscription of Nlist programme of INFLIBNET. Librarian also requested the members to access the e – resources. Principal advised that Ph.D. scholars can utilise these resources to meet their utmost needs.

Principal directed librarian to make notice so that all teachers can take user ID and password for access of e-resources and make provision to allow the access to students also.

em 4:

Principal and all members unanimously discussed and decided that following allocation can be made for prospective budgetary allocation for NEP (1st Year):

Minor Subjects – 5000/- (2,500/- x 2)

SFC Subjects – 15000/- (5,000/- x 3)

Major Subjects – 35000/- (5,000/- x 7)

Purchasing Policies made:

- i) Normal Purchase – HOD will give requisition of books to the librarian. And accordingly, librarian will proceed for purchase by making necessary requisition to the Principal, then Work order and bill to be submitted.
- ii) Emergency Purchase – HOD will write letter to the Principal, justifying the cause for emergent purchase of books. Principal will forward the documents after scrutiny.
- iii) For online purchase, bill name must have college's name. The billing and delivery address will be the College. Teachers will inform the librarian about the site where the book is available.

em 5:

- i) Principal directed librarian to collect at least one name of academic journal from each department.
- ii) Members suggested the following for daily readings:

	Language	Title
Newspaper	English	Times of India
	Bengali	<i>Ei Samay</i>
Magazine	English	India Today
	Bengali	<i>Sananda</i>

- Principal informed that HODs will submit the circulation policy of their seminar libraries to the librarian.
- iv) Seminar Libraries clearance form will be maintained by the HODs and will be given to the librarian on demand of clearance.
 - v) Library orientation and other programmes to be conducted by the librarian for SEM I students.
 - vi) Principal stated that College Book Fair can be organised only in collaboration / MOU with other colleges. Book Fair period could be December to February.

Item 6

Librarian would like to conduct some event for observing Librarian's Day in the month of August.

The meeting end with thanks to the chair.

Sanjukta Mishra 22.11.23
~~22.11.23~~

Bhattacharya
Read and Confirmed
Principal

RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI, KOLKATA – 700017

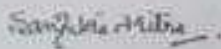
LIBRARY SUB - COMMITTEE

NOTICE NO. 213/NOTICE/PRIN/2023

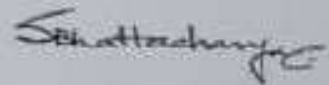
DATED 14.11.2023

The Second Library Sub – Committee meeting for the session 2023 – 24 is going to be held on 22nd November 2023 in Principal's room at 10:30a.m. All members are requested to be present in the meeting discuss the following agenda:

1. Confirmation of the minutes of the meeting of First Library Sub – Committee held on 7th July 2023 at 10:30a.m. in Principal's room.
2. Discussion on Fixation of dates and other modalities of College Book Fair 2023 – 24.
3. Miscellaneous



Dr. Sanjukta Mitra
Librarian



Dr. Srabanti Bhattacharya
Principal

Date: 22nd November 2023

Start Time: 1:30 am (Pascho)

Venue: Principal's Room

Finish Time:

Members Present:

Member's Present:

1. Dr. Srabanti Bhattacharya, Principal - *Bhattacharya*
 2. Sushmita Das, IQAC Coordinator (HOD, ENG) - *Sushmita Das 22/11/23*
 3. Pampa Chatterjee, SFC Coordinator - *Chatterjee 22.11.23*
 4. Kalpana Biswas, HOD, GEO - *Kalpana Biswas 22/11/23*
 5. M. Rahaman, HOD, ECO - **ABSENT**
 6. Siddhartha Sarkar, HOD, EDU - *Sarkar 22/11/2023*
 7. Dr. Sunanda Mitra Roy, HOD, FAD - **ABSENT**
 8. Dr. Angana Sanyal, HOD, CMEV - *Angana Sanyal 22/11/23*
 9. ~~Trina Bhattacharyya, HOD, JORA -~~
 10. Dr. Pushpa Tiwary, HOD, HIN - *Tiwary 22.11.23*
 11. Dr. Keya Dutta, HOD, HIS/TCS - *Maldar 22.11.23*
 12. Dr. Kanak Kumar Jana, HOD, PHIL - *Jana 22/11/23*
 13. Anjali Pramanick, HOD, Pol.Sc. - *Anjali 22/11/23*
 14. Manab Mandal, HOD, SOCIO - *Mandal 22/11/23*
 15. Dr. Sanjukta Mitra, Librarian / Convener - *Mitra . 27.11.23*
9. **ISHITA BISWAS** *Biswas 22.11.23*

Minutes of the Library Sub – Committee Meeting held on 22nd November 2023 at 1:30 pm in the principal's room:

Librarian requested the Principal to chair the meeting and Principal requested the convener to start the meeting) - It was a joint meeting with the Career Counselling Sub Committee.

Item 1:

Confirmation of the minutes of the First meeting held on 07.07.2023. The minutes were read and confirmed with the following business arising –

- i) Principal reported - Rs.23,00,000/- State Fund approved for Library Automation. The processing for Government e – tender and Gem portal registration is going on.
- ii) BCL card issued by students and teachers.
- iii) ID Password for NLIST will be send by INFLIBNET. If any issue, report to the librarian.
- iv) Library Budget total (including all departments) – 55000/-. Librarian requested to issue requisition form to all departments. Purchase to be made at College Book Fair.
- v) Principal directed to submit Academic journal names by the department of Hindi, History, Education, Philosophy within 24 hrs. from the date of meeting.
- vi) Members suggested to subscribe *Desh* as Bengali Journal, Principal proposed to subscribe *Down to Earth* and Librarian allowed to go for online subscription offer of print version of *India Today*.
- vii) Proposed library program along with Book Fair will be – Rare Book Exhibition and Visit to INB section of National Library, Kolkata.

Item 2:

College Book Fair and Career Fair will share the same logistic to conduct the Fair in collaboration with other MOU colleges.

- Dates for Book Fair: 9th & 10th January 2024
- In collaboration with 8 colleges under MoU policy.
- Principals and Librarians to be communicated – request for budget.
- Preparation of Participant list – publishers
- Preparation of list of colleges
- Preparation of stalls - 12
- Celebrity for opening
- Press

Distribution of duties:

- Sarmila Paul – contact Companies
- Sanjukta – Contact Publishers
- Principal & IQAC coordinator – Contact colleges
- Press – Pushpa Tiwary, Journalism department, Sanjukta & Sarmila
- Ankur Kala – Pampa Chatterjee
- 2 outlets for food – organized by Social Service and Student sub – committee
- 15 minutes Cultural programme by Cultural committee

30th November 2023 – Progress report by both conveners to the Principal.

Meeting end with thanks to the Chair.

Read and Confirmed